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DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 8 DEC 10 2019 TIME: 2:35

Department of Education  
Region X – Northern Mindanao  
**DIVISION OFFICE OF MALAYBALAY CITY**

**DIVISION MEMORANDUM**  
No. 445, s. 2019

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisors – SGOD and CID  
Public Elementary and Secondary School Heads  
All Others Concerned

**FROM :** For the Schools Division Superintendent:

  
**RALPH T. QUIROG**  
Chief Education Supervisor, CID

**DATE :** December 9, 2019

**SUBJECT: STAKEHOLDERS APPRECIATION CUM BRIGADA ESKWELA AWARDING  
COMMITTEE COORDINATION MEETING**

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1. Relative to the conduct of the 2019 Stakeholders Appreciation Cum Brigada Eskwela Awarding on December 13, 2019 at 2:00 p.m. at the LPT Hall, Bukidnon National High School, Malaybalay City, this Office informs the working committee Chairman and members to attend the **committee coordination meeting** on December 10, 2019 at 9:30 a.m. at SGOD Office, Senior High School Bldg., Casisang, Malaybalay City.
2. Committee chairman and members is enclosed for your reference
3. *Queries relative to this can be relayed to Marsifith M. Mamawag, SEPS-Social Mobilization and Networking at 09653159984.*

Copy furnished: Records Section  
School Mobilization and Networking Section

**TO BE POSTED IN THE WEBSITE**

<b>COMMITTEE</b>	<b>COMPOSITION</b>	<b>FUNCTION</b>
<b>Over-all Steering</b>	Chair: Victoria V. Gazo, PhD, SDS Co-Chair: Sunny Ray F. Amit, ASDS Lorenzo O. Capacio, SGOD Ralph T. Quirog, CID	➤ Supervise the whole event preparation
<b>Program</b>	Chair: Rio G. Arbutante Co-Chair: Edelina M. Eborá Member: Clavel L. Maximino	➤ Manage the flow of the whole event and serves as lookout of the event's needs
<b>Secretariat</b>	Chair: Novem A. Sescon Co-Chair: Lucilyn M. Cahucom	➤ Collect and gather the attendance of the activity
<b>Hall Preparation</b>	Chair: Engr. Leslie T. Fontanilla Co-Chair: Arch. Virgiller Gomez Members: Niel Abao Jherie Jane Guinton Jave Art Libuhan	➤ Plan out the setting arrangement ➤ Coordinate with the venue in-charge of the setting of the venue ➤ Facilitates the Hall preparation and readiness of the event
<b>Decoration/Backdrop</b>	Chair: Edelina M. Eborá Co-Chair: Almaco Filemon Villanueva Jr. Members: Rio G. Arbutante Rendon Sias and select BNHS Teachers	➤ Facilitate the event ambiance in setting-up the stage ➤ Schedule the decoration set-up in the venue
<b>Invitation and Communication</b>	Chair: Marsfifth M. Mamawag Co-Chair: Rio G. Arbutante Member: Clavel L. Maximino	➤ Prepare the program, invitations of stakeholders and awardees
<b>Usherettes</b>	Chair: Pamela Astudillo Co-Chair: Mayela Lou Olario Members: Sunshine Cagatcagat Shiela Novie Canson Louela Toylo	➤ Assures the visitors are in Place ➤ Assist the arrangement of the visitors and awardees
<b>Awards</b>	Chair: Marsfifth M. Mamawag Co-Chair: Mary Gladys Dublas	➤ Secure the actual awardees in each category ➤ Prepares the awards
<b>Food and Refreshment</b>	Chair: Mary Gladys Dublas Co-Chair: Novem A. Sescon	➤ Facilitate the distribution meals (dinner) of all the participants
<b>Light/Sound/Documentation</b>	Chair: Paul Arias Co-Chair: Jade Grace Cabañelez Members: Darry Tuminao Jave Art Libuhan	➤ Facilitate the technicalities of light and sound ➤ Document the entire event