DIVISION MEMORANDUM
No. 44, 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

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 Marsfith M. Mamawag, SEPS-Social Mobilization and Networking at 09653159984.

Copy furnished: Records Section
   School Mobilization and Networking Section

TO BE POSTED IN THE WEBSITE
<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>COMPOSITION</th>
<th>FUNCTION</th>
</tr>
</thead>
</table>
| Over-all Steering         | Chair: Victoria V. Gazo, PhD, SDS  
Co-Chair: Sunny Ray F. Amit, ASDS  
Lorenzo O. Capacio, SOOD  
Ralph T. Quirog, CID       | ➢ Supervise the whole event preparation                                   |
| Program                   | Chair: Rio G. Arbutante  
Co-Chair: Edelina M. Ebara  
Member: Clavel L. Maximino   | ➢ Manage the flow of the whole event and serves as lookout of the event’s needs |
| Secretariat               | Chair: Novem A. Sescon  
Co-Chair: Lucilyn M. Cahucom                                                | ➢ Collect and gather the attendance of the activity                       |
| Hall Preparation          | Chair: Engr. Leslie T. Fontanilla  
Co-Chair: Arch. Virgiller Gomez  
Members: Niel Abao  
Jherie Jane Quinton  
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               |
| Decoration/Backdrop       | Chair: Edelina M. Ebara  
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                               |
| Invitation and Communication | Chair: Marsffith M. Mamawag  
Co-Chair: Rio G. Arbutante  
Member: Clavel L. Maximino                                               | ➢ Prepare the program, invitations of stakeholders and awardees            |
| Usherettes                | Chair: Pamela Astudillo  
Co-Chair: Mayela Lou Olario  
Members: Sunshine Cagatagan  
Shiela Novie Canson  
Louela Toylo                 | ➢ Assures the visitors are in Place                                          |
|                           |                                                                              | ➢ Assist the arrangement of the visitors and awardees                       |
| Awards                    | Chair: Marsffith M. Mamawag  
Co-Chair: Mary Gladys Dublas                                                  | ➢ Secure the actual awardees in each category                              |
|                           |                                                                              | ➢ Prepares the awards                                                       |
| Food and Refreshment      | Chair: Mary Gladys Dublas  
Co-Chair: Novem A. Sescon                                                      | ➢ Facilitate the distribution meals (dinner) of all the participants       |
| Light/Sound/Documentation | Chair: Paul Arias  
Co-Chair: Jade Grace Cabañez  
Members: Darry Tuminiao  
Jave Art Libuhan               | ➢ Facilitate the technicalities of light and sound                          |
|                           |                                                                              | ➢ Document the entire event                                                 |