



DM-2019-12-460
DEC 12 2019 4:12

Republic of the Philippines

Department of Education

DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 460, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors SGOD and CID
All Others Concerned
This Division

FROM: VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE: December 12, 2019

SUBJECT: ICON AWARDS COMMITTEE FINAL COORDINATION MEETING

1. Relative to the conduct of the **2019 ICON Awards Night** scheduled on **December 23, 2019** at 1:00pm-6:00 pm at Bukidnon State University, Fortich St. Malaybalay City, this Office conducts final coordination meeting for the upcoming event's working committees. Committee chairpersons are advised to attend the committee meeting on **December 20, 2019 at 10:00am** at LRMDC, Casisang, Malaybalay City.
2. Committee Chairperson are advised to prepare a committee progress report on their respective preparations on the conduct of the 2019 Icons Award Night.
3. Complete list of the different committees is enclosed for reference.
4. For clarification and information, contact **Vince G. Sanmiguel**, Senior Education Program Specialist, Planning and Research Section at 09778091156.

Copy furnished:
Records Unit
Planning & Research Section
To be posted in the website.

PRS/vince

Enclosure 1 of Division Memorandum ... s. 2019

Sayre Highway P-6, Casisang, Malaybalay City
Website: depedmalaybalay.net email: depedmalaybalay@gmail.com
Tel: (088) 221 - 4597 / Telefax: (088) 813 - 2894

"Continuing the legacy of providing Quality Basic Education for a progressive Malaybalay City"

Food and Refreshments	Chair: Florabelle R. Porras Co-Chair: Rufelia J. Limbengco Member: Alma Molina	➤ Facilitate the distribution of the snacks and meals
Restoration (Cleanliness & Maintenance)	Chair: Marcosjulita K. Fulgencio Co-Chair: Nancy L. Dequito Members: Mary Larcy B. Pojas Jennifer Lincuna Hazel M. Rusiana Keziah Fatima M. Un	➤ Lead the maintenance and cleanliness of the venue ➤ See to it that all the garbage from the event is properly dispose after the event.
Light and Sounds/ Video Production/ (actual presentation)	Chair: Paul Arias Co-Chair: Atty. Wincerbogne Pesisano Members: Jade Grace Cabañelez Gretchen V. Catane Dindo M. Gabales Romulo Ongkiatco	➤ Facilitate the photoshoot sessions of the finalist and awardees. ➤ Produce video presentation during the awards proper. ➤ Operate the sound system
Documentation (Photoshoot):	Chair: Jimdandy Lucine Co-Chair: Edelina M. Eborá Pat Padua Members: Vicente G. San Miguel	➤ To prepare photos to be shown during the event.
Monitoring and Evaluation:	Chair: Mary Gladys Dublas Co-Chair: Lucile Cahucom	➤ Monitor the whole floe of the program ➤ Evaluation the conduct of the program using the tool.
Performers	Chair: Rhysa Cyle C. Rosalejos	➤ Provide songs of the event ➤ Lead the singing for the Preliminaries
	Division Band Coordinator: Rhysa Cyle C. Rosalejos Asst. Coordinator: Romel Jabonero, EdD Member : Deximo, Don	
	Phoebe Bascones	
	CNHS Dance Troupe Facilitator: Renchel Gimarangan	➤ Serve as dancers and back-ups of the presentation

Committees	Composition	Function
Over-all Steering Committee	Chair: Victoria V. Gazo, PhD, CESO V Co-Chair Sunny Ray F. Amit Lorenzo O. Capacio, EdD Ralph T. Quirog Members: Vicente G. San Miguel, EdD Woodrow Wilson Merida Edelina M. Eborá Rhysa Cyle M. Rosalejos Jutchel L. Nayra, DPA Sibyl L. Maputi	<ul style="list-style-type: none"> ➤ Supervise the whole event preparation. ➤ Plan out and Oversee the whole activity
Technical Working Committees / Program	Chair: Edelina M. Eborá Co-Chair Rhysa Cyle M. Rosalejos Woodrow Wilson Merida Members: Don Deximo Joseph Garcia Pamela Astudillo Emcee Jigg RL V. Gonzales	<ul style="list-style-type: none"> ➤ Manage the flow of the whole event and serves as lookout of the event's whole needs.
Secretariat	Chair: Guia Ma. Villahermosa Co-Chair Ruel Brigole Members: Identified Personnel Staff	<ul style="list-style-type: none"> ➤ Collect and gather the attendance of the activity.
Hall Preparation	Chair: Engr. Leslie Fontanilla Co-Chair: Jutchel L. Nayra, DPA Member: Vergiller Gomez	<ul style="list-style-type: none"> ➤ Plan out the setting arrangement ➤ Coordinate with the Venue in charge of the setting of the venue. ➤ Facilitate the Hall preparation and readiness of the event.
Decoration/ Backdrop	Chair: Sibyl L. Maputi Co-Chair: Susan S. Olana, PhD	<ul style="list-style-type: none"> ➤ Facilitate the event ambiance in setting-up the stage ➤ Schedule the decoration set-up in the venue
Invitation and Communication	Chair: Rachel R. Valde Co-Chair: Manuel Dinlayan III Ma. Concepcion Reyes Analy Ocier Imelda Bentillo	<ul style="list-style-type: none"> ➤ Prepares the program, invitation to the honored guest, stakeholders and awardees.
Awards	Chair: Vicente G. Sanmiguel, EdD Co-Chair: Mary Gladys Dublas Marsifith M. Mamawag Members: PSDS & EPS	<ul style="list-style-type: none"> ➤ Secure the evaluation sheet of the actual awardees in each category ➤ Prepares the awards with the citation.
Peace & Order	Chair: Luis Alajar Members: PSDS	<ul style="list-style-type: none"> ➤ Coordinate with the Philippine National Police to secure the event venue. ➤ Provide security for the whole event.
Usherettes/Urshers	Chair: Pamela Astudillo Co-Chair: Sunshine C. Gamboa Members: identified OSD Personnel	<ul style="list-style-type: none"> ➤ Assure that visitors are in place ➤ Assist the arrangement of the visitors and awardees