

2020-20203



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Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
DIVISION OF MALAYBLAY CITY

DIVISION MEMORANDUM

No. 384, s. 2020

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: September 30, 2020

SUBJECT: COORDINATION MEETING OF THE OFFICIAL OPENING OF CLASSES FOR THE SCHOOL YEAR 2020-2021 IN ALL SCHOOLS DIVISION

1. Relative to the Regional Memorandum 531 s. 2020 re: **SIMULTANEUOS LAUNCHING OF THE OFFICIAL OPENING OF CLASSES OF THE SCHOOL YEAR 2020-2021 IN ALL SCHOOLS DIVISION**, this Office informs the chairperson of the different committees to join the final coordination meeting on **October 1, 2020. 9:00-10:30am** at the Division Multi-purpose Hall (GAD Center).
2. Attached is the list of chairpersons who will join the meeting. For clarification and information, contact **Vince G. Sanmiguel, EdD** 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



Committees	Composition	Function
Over-all Steering Committee	<p>Chair: Victoria V. Gazo, PhD, CESO V Co-Chair: Aliena S. Dajay, PhD, CESE Lorenzo O. Capacio, EdD Ralph T. Quirog</p> <p>Members: Vicente G. San Miguel, EdD Rosalio P. Arangco Woodrow Wilson Merida Edelina M. Eborá Rhysa Cyle M. Rosalejos Atty. Wincenbogne Pesisano Sibyl L. Maputi</p>	<ul style="list-style-type: none"> ➤ Supervise the whole event preparation. ➤ Plan out and Oversee the whole activity
Program and Studio Set-up Committee	<p>Chair: Edelina M. Eborá Co-Chair: Rhysa Cyle M. Rosalejos Woodrow Wilson Merida</p> <p>Members: Don Deximo Pamela Astudillo</p> <p>Emcee: Jigg RL V. Gonzales Jason Dave Galupo</p>	<ul style="list-style-type: none"> ➤ Manage the flow of the whole event and serves as lookout of the event's whole needs
Invitation and Communication	<p>Chair: Marsfifth M. Mamawag Co-Chair: Rio G. Arbutante Edelina M. Eborá</p>	<ul style="list-style-type: none"> ➤ Prepares the program, invitation to the honored guest, and stakeholders.
Usherettes/Urshers	<p>Chair: Pamela Astudillo Co-Chair: Sunshine C. Gamboa Members: identified OSD Personnel</p>	<ul style="list-style-type: none"> ➤ Assure that visitors are in place ➤ Assist the arrangement of the visitors and awardees
Food and Refreshments	<p>Chair: Florabelle R. Porras Co-Chair: Rufelia J. Limbengco Member: Alma Molina</p>	<ul style="list-style-type: none"> ➤ Facilitate the distribution of the snacks and meals
Light and Sounds and Livestream Technical Working Group (actual presentation)	<p>Chair: Paul John Arias Co-Chair: Atty. Wincenbogne Pesisano Woodrow Wilson B. Merida</p> <p>Members: Jade Grace Cabañelez Jimdandy S. Lucine Paterno T. Padua</p>	<ul style="list-style-type: none"> ➤ Facilitate the livestream broadcast. ➤ Manage the total run of the program.
Monitoring and Evaluation:	<p>Chair: Mary Gladys Dublas Co-Chair: Lucile Cahucom</p>	<ul style="list-style-type: none"> ➤ Monitor the whole flow of the program ➤ Evaluation the conduct of the program using the tool.
Video Production/ (actual presentation)	<p>Chairman: Ralph T. Quirog, CES, CID Co-Chair: Dindo Gabales Justin Ray C. Heyasa Jerry A. Java Jimdandy S. Lucine Cristy ann A. Cayme Dr. Marcos Julieta Fulgencio</p>	<ul style="list-style-type: none"> ➤ Produce necessary video for the presentation.