



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

UNM2020-12-118  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED 8:14  
 DATE: 03 2020  
 BY: [Signature]

**UNNUMBERED MEMORANDUM**

To: Rosalio P. Arango, EPS  
 Paul John P. Arias, ITO  
 Vicente G. San Miguel, PSDS  
 Edelina M. Ebor, SEPS M and E  
 Rio Arbutante, EPS-II  
 Ria K. Alcuizar, EPS-II  
 Bernel T. Basaya, T-1  
 Paterno T. Padua, Jr. PDO-1  
 Justin C. Heyasa, T-1  
 Christy A. Cayme, T-1  
 Glaive May J. Dublas, Admin Aide  
 Jade Grace C. Cabañez, ADAS

From: **VICTORIA V. GAZO, PH.D, CESO V**  
 Schools Division Superintendent

Date: December 2, 2020

Subject: **SPECIAL CONFERENCE ON THE TECHNICAL PLANNING FOR THE 2020 INSTITUTIONAL CONFERENCE VIRTUAL AWARDING CEREMONY**

1. In line with the "2020 Institutional Conference ICON (Search for Most Outstanding Employees), which is anchored on DepEd Order No.9, s.2002 entitled establishing the Program on Awards and Incentives for Service Excellence ( PRAISE ) in the Department of Education , this Office will hold a *Special Conference on the Technical Planning for the 2020 ICON Virtual Awarding Ceremony* on *December 3, 2020 ( Thursday ) at exactly 1 o'clock to 5:00 in the afternoon* at the Division Multi-purpose Hall.

2. The committee members are expected to start working right after the conference following the timeline indicated below.

Date	Activity	In-charge
December 7, 2020	Crafting and Distribution of Invitation/Communication	Chairman: Vicente G. San Miguel Chairman: Edelina M. Ebor
	Designing of Templates and Backgrounds	Chairman: Justin C. Heyasa





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	Consolidation/Downloading of Pictures	Chairman: Christy Ann A. Cayme
December 7-11, 2020	Collection and Editing Videos	Chairman: Rio G. Arbutante
	Editing of Pictures and Virtual Plaque Preparation	Chairman: Jade Grace C. Cabañez
December 11, 2020	Virtual Dry Run and Overall Technical Director	Chairman : Paul John Arias

3. Further, the participants are required to bring laptops and necessary technical equipment during the start of the activity and directed to observe the minimum safety standards set by the local IATF.

4. Meals and snacks including travel expenses of the participants shall be charged to school funds subject to the usual accounting and auditing rules.

5. Should there be queries contact *Mr. Woodrow Wilson B. Merida*, Senior Education Program Specialist, Human Resource Development at 09178122754.

Copy furnished:  
Records Unit  
HRD-WWBM

**TO BE POSTED IN THE WEB**



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