

UNM 2021-06-053
DEPED MALAYBALAY CITY DIVISION
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JUN 24 2021 4:13
BY: _____



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

UNNUMBERED MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
All Others Concerned

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

Date: June 24, 2021

Subject: **SPECIAL COORDINATION MEETING ON THE PREPARATION OF THE BIGATEN DEPED X : VERSION 3 GUESTING OF MALAYBALAY CITY**

1. In line with **Division Memorandum No. 254, series 2021** Re: "Division Technical Working Committee on the Bigaten DepEd 10 Special Episode featuring Division of Malaybalay City" scheduled on June 29, 2021. This Office informs the concern Technical Working Committee Members to attend the Special Coordination Meeting on the preparation Bigaten DepEd X: Version 3 Guesting of the Office on **June 25, 2021, 9:00 am to 12:00 noon** at the **Division Multi-Purpose Hall**.

2. Attached below is the names of technical working committee members and their respective functions to wit:

Committee	Name	Function
Over-all Technical In-Charge	Woodrow Wilson B. Merida Rosalio P. Arangco	Navigator of the whole program preparation and flow.
Committee on Stage Decoration and Set-up	Edelina M. Ebor Edsel Quimado Gladys J. Dubals	Prepare the over all set design of the program.
Committee on Lights and Audio	Manuel L. Dinlayan II General Services Staff	Prepare studio led lights, microphones, mic stand, mixer and other audio needs of the set-up.





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Committee on Technical Equipment Preparation and operation	Paul John P. Arias Rex C. Dacanay Paterno T. Padua Jimdandy S. Lucine	Prepare laptop, video cam, secure internet connection, monitor screen and other needed technical requirements of the program.
Floor Directors	Ria K. Alcuizar Lucilyn M. Cahucom	Ensure the program flow and facilitate the entrance and exit of guests in order.
Prompter Operator	Karl Louise Paganan	Operates the prompter monitor and coordinate with the scripts of the guests ahead of time for finalization.
Communication In-Charge	Rio G. Arbutante	Communicate with the Region X Bigaten Team and follow up attendance of the guest and streamyard link
Usherettes	Pamela L. Astudillo Ellen Maestrecampo	Secure the comfort of guests by providing comfortable seats and food provision.

3. The members of the technical working committee are advise to prepare the studio and technical needs after the special coordination meeting for the test broadcast. On the afternoon of **June 28,2021** at exactly **1:30 pm**, the committees are required to assemble for the final dry -run of the program.

4. Should there be queries contact **Mr. Woodrow Wilson B. Merida**, Senior Education Program Specialist, Human Resource Development at 09664752094.

TO BE POSTED IN THE WEBSITE

Copy furnished:
Records Unit
HRD-WWBM



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