



2021-48643

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

DM- 2021-11 - 649  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
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**DIVISION MEMORANDUM**  
No. 649 s. of 2021

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGO and CED  
Education Program Supervisors  
All Others Concerned

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

Date: December 7, 2021

Subject: **SPECIAL COORDINATION MEETING ON DEPED BIGATEN X SEASON 2 EPISODE**

- Relative to Regional Memorandum 315 series of 2021 re: 2021 Bigaten DepEd X Season 2, this office hereby informs the field that we will be having a special coordination meeting this coming Friday, Nov 19, 2021. Participants of this meeting are SDS, ASDS, division chiefs, program focal persons (mentioned below) and members of the technical working committee. It shall be held at the division Multi-Purpose Hall at exactly 9 am.
- Likewise, be informed that DepEd Malaybalay is scheduled for airing this coming Tuesday, December 7, 2021, thus it is strictly advised that everyone should follow the expected timeline to allow for minor changes to be made.
- Attached below is the names of technical working committee members and their respective functions to wit:

Committee	Name	Function
Over-all Technical In-Charge	<b>Rio G. Arbutante, EPS II SMN, DIO</b> <b>Woodrow Wilson B. Merida, SEPS HRTD</b>	Navigator of the whole program preparation and flow.  Coordinate with DepEd Region X for updates regarding the program.
Program Focal Persons	<b>Vicente G. SanMiguel, PSDS</b> (Project Sibwal) <b>Jasmin J. Adriatico, EPS ALS</b> (Palimani Ha Magnanau) <b>Rachel R. Valde, EPS English</b>	Lead in the crafting of a 4-5 minute video presentation, with their own team, of the program they are leading. The video should be compose of a brief overview of the program, the





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	(Project Alas Basa) <b>Dindo M. Gabales, EPS TLE</b> (ICONS Live) <b>Jimdandy S. Lucine, PDO II</b> (Project ICon of Forest)	identified gap they are trying to address, specifics of the intervention that had been done (meat), how the program is being monitored.  Coordinate the updates to the Overall Technical In-charge so that assistance could be given if needed.
Overall Graphics and Animation Incharge	<b>Paul John P. Arias, DITO</b> <b>Paterno T. Padua, PDO II</b> <b>Dave M. Feliciano</b>	Prepare a 20 second video intro to be incorporated as intro to all the video presentations of the focal persons. The video should highlight the identity of the division as now identifying itself using the stallion's logo as incorporated by Project Sibwal.
Committee on Stage Decoration and Set-up	<b>Edelina M. Eborra, SEPS M&amp;E</b> <b>Edsel Quemado, ASP</b> <b>Gladys J. Dublas, EPS II, SMN</b>	Prepare the over all set design of the program a day before the presentation.
Committee on Lights and Audio	<b>Manuel L. Dinlayan II, AO V</b> <b>General Services Staff</b>	Prepare studio led lights, microphones, mic stand, mixer and other audio needs of the set-up.  Setup the needed materials a day before the scheduled airing.
Committee on Technical Equipment Preparation and operation	<b>Rex C. Dacanay, EPS II HRTD</b> <b>Jade Grace C. Cabañelez</b>	Prepare laptop, video cam, secure internet connection, monitor screen and other needed technical requirements of the program.  Test broadcast the presentation a day before the scheduled airing.
Floor Directors	<b>Ria K. Alcuizar, SEPS</b> <b>Planning and Research</b> <b>Lucilyn M. Cahucom, PDO I</b>	Ensure the program flow and facilitate the entrance and exit of guests in order during the actual airing.
Prompter Operator	<b>Karl Louise Pagaran, PDO I</b>	Operates the prompter monitor and coordinate with the scripts of the guests ahead of time for finalization.
Usherettes	<b>Pamela L. Astudillo</b> <b>Ellen Maestrecampo</b>	Secure the comfort of guests by providing comfortable seats and food provision.





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4. Proposed Timeline

Date	Activity	Persons Involved
Friday, November 19, 2021	Special Coordination Meeting	<b>Focal Persons and Technical Working Committee with the Chiefs SDS and ASDS</b>
Tuesday, November 23, 2021	Submission to the Overall Technical Incharge and Distribution to the Program Focal Persons of the 20 second video intro	<b>Paul John P. Arias, DITO</b> <b>Paterno T. Padua, PDO II</b> <b>Dave M. Feliciano</b>
Friday, November 26, 2021	Polishing of videos by the project focal person with the 20 second intro already incorporated	<b>Vicente G. SanMiguel, PSDS</b> (Project Sibwal) <b>Jasmin J. Adriatico, EPS ALS</b> (Palimani Ha Magnanau) <b>Rachel R. Valde, EPS English</b> (Project Alas Basa) <b>Dindo M. Gabales, EPS TLE</b> (ICONS Live) <b>Jimdandy S. Lucine, PDO II</b> (Project ICon of Forest)
Monday, December 29, 2021	Submission and Critiquing of videos	<b>Project Focal Persons and Critiquing by the Division Chiefs, ASDS and SDS</b>
Tuesday, December 30, 2021	Modification of videos should there be any suggestions made by the critiques	<b>Vicente G. SanMiguel, PSDS</b> (Project Sibwal) <b>Jasmin J. Adriatico, EPS ALS</b> (Palimani Ha Magnanau) <b>Rachel R. Valde, EPS English</b> (Project Alas Basa) <b>Dindo M. Gabales, EPS TLE</b> (ICONS Live) <b>Jimdandy S. Lucine, PDO II</b> (Project ICon of Forest)
Wednesday, December 1, 2021	Submission of polished videos to the regional office and crafting of scripts during the actual airing.	<b>Rio G. Arbutante, EPS II SMN, DIO</b>





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The members of the technical working committee are advise to prepare the studio and technical needs on the afternoon of **December 6, 2021** at exactly **1:30 in the afternoon** when the committees are preparing the venue for the final dry -run of the program.

4. Should there be queries contact **Rio G. Arbutante**, Education Program Specialist II, Social Mobilization and Networking at 09664752094.

**TO BE POSTED IN THE WEBSITE**

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Records Unit  
HRD-WWBM



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Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)