



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

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DIVISION MEMORANDUM

No. 697 s. 2021

To: Assistant Schools Division Superintendent
Chief/ Education Program Supervisors, SGOD and CID
All Public School Heads Elementary and Secondary Schools
All Others Concerned

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

Date: December 10, 2021

Subject: **TECHNICAL WORKING COMMITTEES FOR THE 2021 INSTITUTIONAL CONFERMENT (SEARCH FOR OUTSTANDING DISTANCE LEARNING IMPLEMENTER AND OUTSTANDING LEARNING MODALITY IMPLEMENTER)**

1. In line with Division Memorandum No. 546 s. 2021 re: **2021 Institutional Conferment -Search for Most Outstanding Distance Learning Implementer and Outstanding Learning Modality Implementer**, this Office hereby informs the field on the composition of **Technical Working Committee for the 2021 Institutional Conferment** on **December 16, 2021** at **Luyungan High School, Nasuli, Bangcud, Malaybalay City**.

2. The Committee Head and members are hereby directed to schedule their committee meeting and present it on **December 13, 2021** after the Monday Convocation Program.

3. Teachers that are identified as performers (Enclosure 1) are hereby directed to start their rehearsals prior to the activity and shall arrange their schedule with their school heads to avoid disruption of school activities.





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4. For inquiries, please contact **Woodrow Wilson B. Merida**,
Senior Education Program Specialist-Human Resource Development at
09664752094.

Enclosure:

As stated

Copy furnished:

Records Unit/HRD

TO BE POSTED IN THE WEBSITE.



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TECHNICAL WORKING COMMITTEE
FOR THE 2021 INSTITUTIONAL CONFERMENT (SEARCH FOR OUTSTANDING
DISTANCE LEARNING IMPLEMENTER AND OUTSTANDING
LEARNING MODALITY IMPLEMENTER)

Committees	Composition	Function
Over-all Steering Committee	Chair: Victoria V. Gazo Co-Chair: Aliena S. Dajay Lorenzo O. Capacio, EdD Ralph T. Quirog Members: Woodrow Wilson B. Merida Marsfifth M. Mamawag Rhysa Cyle M. Rosalejos Manuel Dinlayan Sibyl L. Maputi	<ul style="list-style-type: none">➤ Supervise the whole event preparation.➤ Plan out and oversee the whole activity
Technical Working Committees (Logistics)	Chair: Manuel Dinlayan, DPA Co-Chair: Woodrow Wilson B. Merida Members: Edsel Quimado Darvy Daguimol	<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: Lucilyn M. Cahucom Co-Chair: Jhane Jherian Guinton Members: Narissa Q. Baul John Vincent Gayosa Novem Sescon	<ul style="list-style-type: none">➤ Collect and gather the attendance of the activity.➤ In-charge of printing (name labelling/tags of chairs and tables)
Hall Preparation Decoration/ Backdrop	Chair: Dr. Romil T. Jabonero Co-Chair: Romeo T. Valdez Teofilo L. Ontoy, Jr. Members: Luyungan Teachers Bangcud NHS	<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.➤ Facilitate the event ambiance in setting-up the stage





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		<ul style="list-style-type: none"> ➤ Schedule the decoration set-up in the venue ➤ Prepare Tent and chairs
Program, Invitation and Communication	Chair: Ria K. Alcuizar Co-Chair: Florabelle Porras Members: Jerson Dayoc Cheryl Ann L. Dazo Mary Jane Coniado	<ul style="list-style-type: none"> ➤ Prepares the program, invitation to the honored guest, stakeholders and awardees. ➤ Prepares letter of request and communication for speakers and invited guests ➤ Follow up letter
Awards	Chair: Marsfifth M. Mamawag Co-Chair: Rex Dacanay Members: Secretariats/Usherettes Edelina Eborá	<ul style="list-style-type: none"> ➤ Secure the evaluation sheet of the actual awardees in each category ➤ Prepares the awards with the citation. ➤ In-charged of distribution of plaques and awards
Peace & Order/Permit to conduct	Chair: Jimdandy Lucine Co-Chair: Rio R. Arbutante	<ul style="list-style-type: none"> ➤ Coordinate with the Philippine National Police to secure the event venue and BPSO ➤ Provide security for the whole event. ➤ Ask permission to local IATF to conduct the activity
Usherettes/Ushers	Chair: Pamela Astudillo Co-Chair: Mary Glaiwe J. Dublas Members: ICON Performers	<ul style="list-style-type: none"> ➤ Assure that visitors are in place ➤ Assist the arrangement of the visitors and awardees
Program	Director: Woodrow Wilson B. Merida Members: Emcee AM and PM Events John Derrick Bingat Ma. Sophia Reyes Consultant: Edelina Eborá Co-Consultant: Rachel Valde	<ul style="list-style-type: none"> ➤ Facilitate the flow of the whole event ➤ Direct and oversee the program flow ➤ Serves as the events host ➤ Provide script





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Food, Refreshments and Restoration (Cleanliness & Maintenance)	Chair: Rufelia J. Limbengco Co-Chair: Alma Molina Member: Gladys J. Dublas Emelyn R. Togonon Jave Art Libungan Raymund Agbu	<ul style="list-style-type: none"> ➤ Facilitate the distribution of the snacks and meals ➤ Lead the maintenance and cleanliness of the venue ➤ See to it that all the garbage from the event is properly dispose after the event. ➤ Coordinate with the secretariat ➤ Provide meal ticket ➤ Coordinate with the food supplier
Light and Sounds/ LED Wall / (actual presentation)	Chair: Rosalio P. Arangco Co-chair: Leslie T. Fontanilla Members: Jave Art Libungan Jhon Vincent Gayosa	<ul style="list-style-type: none"> ➤ Coordinate city band and installation of sound system and led wall
ICON Performers	Chairman : Imme Cristy I. Corona Co-Chairman: Justin Raye Capacio Heyasa Members: MC ICON Performers Abbygale Moreno Hellicania -Bangcud National HS Claire N. Santander -Bangcud NHS Gerby T. Cagatin-Bangcud NHS Mary Flor M. Sabote-Bangcud NHS Yeshel O. Moreno -Bangcud NHS Jockelyn L. Velladores -Bangcud NHS Nel Mark L. Pepito -Luyungan High School Leziel L. Dumalagan — Kibalabag IS Aenn Charelle R. Valde- Maligaya ES Rose Angelie S. Ampong-Kalasungay CS Don A. Deximo-Can-Ayan IS Gladys Cabusas-Busdi IS Luyungan High School IP Performers	<ul style="list-style-type: none"> ➤ Provide songs of the event ➤ Serve as dancers and back-ups of the presentation ➤ In-charge of the production and Intermission. ➤ Provide live music for the event ➤ Coordinate Sir Arangco committee for sound selections ➤ Serve as usher and usherettes





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Safety and Health Committee	Chairman : Dr. Paul Regie C. Mabelin Co-chair: Dr. Marcosjulita K. Fulgencio Member: Dr. Marcela S. Panganiban Members: Nancy L. Dequito Mary Larcy B. Pojas Marie Cris Obenita Jennifer L. Madelo Hazel M. Rusiana Keziah Fatima M. Un	<ul style="list-style-type: none"> ➤ Triage ➤ Monitor health standard protocol ➤ Set up venue for safety protocol ➤ Coordinate to Sir Jim and Sir Rio
FB Live Streaming	Chairman: Jimdandy S. Lucine Co-Chair: Jade Grace Cabanelez	Conduct Live Stream Prepare for Visual and Audio Needs of the Event <ul style="list-style-type: none"> ➤
Video Production and Multimedia	Chairman: Paul Arias Co-Chair: Karl Lois Pagaran Member: MC ICON Creatives PEANNIE LYN P. ARTIANZA, BNHS SHOSHANNIM A. LOLO, BNHS GERALD CUTILLAS, BNHS JEBSON JAMOROL, BNHS BERNEL T. VASAYA, Bangcud NHS CHRISTY A. CAYME, SMAIHS CRISPIN C. FELICIDARIO II, MCCS JEBSON M. JAMOROL, BNHS MICHELLE O. CAMINERO, BNHS	<ul style="list-style-type: none"> ➤ Facilitate the photoshoot sessions of the finalist and awardees. ➤ Produce video/power point, transitions, video accent presentation during the awards proper
Video and Photo Documentation and Write-ups	Chairman: Paterno Padua Jr. Co-chair: Gretchen Vasaya Catane Member: Ethyl Ligando Jeocardo Desalan Dave Feliciano	<ul style="list-style-type: none"> ➤ Document the whole event
Transportation Committee	Chairman: Ferdinand Mortera Co-Chairman: Cyndel Oplenaria	<ul style="list-style-type: none"> ➤ Facilitate the transportation of the Committees ➤ In-charge of transport related activities

