



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

2022-58928

DM-2022-09-483  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: 9/15 Time: 1:30  
By:

**DIVISION MEMORANDUM**

No. 483, s. 2022

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads

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

Date: September 14, 2022

Subject: **TECHNICAL WORKING COMMITTEES FOR THE 2022 INSTITUTIONAL CONFERMENT (SEARCH FOR OUTSTANDING DISTANCE LEARNING IMPLEMENTER AND OUTSTANDING LEARNING MODALITY IMPLEMENTER )**

1. In line with Division Memorandum No. 447 s. 2021 re: **2022 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 **October 5, 2022** at **Kaamulan Open-Theatre, Malaybalay City**.
2. The Committee Head and members are hereby directed to schedule their committee meeting and present it on **September 19, 2022** after the Monday convocation program.
3. Teachers and schools that are identified as performers by their Public Schools District Supervisor 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.
4. For inquiries, please contact **Woodrow Wilson B. Merida**, Senior Education Program Specialist-Human Resource Development at 09664752094

Copy furnished: Records Unit /HRD-WWBM



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**TECHNICAL WORKING COMMITTEE  
FOR THE 2022 INSTITUTIONAL CONFERMENT (SEARCH FOR OUTSTANDING  
DISTANCE LEARNING IMPLEMENTER AND OUTSTANDING  
LEARNING MODALITY IMPLEMENTER )**

Committees	Composition	Function
<b>Over-all Steering Committee</b>	<b>Chair:</b> Victoria V. Gazo <b>Co-Chair</b> Aliena S. Dajay Lorenzo O. Capacio, EdD Ralph T. Quirog <b>Members:</b> Woodrow Wilson B. Merida Marsfifth M. Mamawag Rhysa Cyle M. Rosalejos Manuel D. Dinlayan II Sibyl L. Maputi	<ul style="list-style-type: none"><li>➤ Supervise the whole event preparation.</li><li>➤ Plan out and oversee the whole activity</li></ul>
<b>Technical Working Committees (Logistics)</b>	<b>Chair:</b> Manuel D. Dinlayan, III <b>Co-Chair</b> Darvy Daguimol <b>Members:</b>	<ul style="list-style-type: none"><li>➤ Manage the flow of the whole event and serves as lookout of the event's whole needs.</li></ul>
<b>Secretariat</b>	<b>Chair:</b> Lucilyn M. Cahucom <b>Co-Chair:</b> Novem Sescon <b>Members:</b> Aira Mae G. Bayanban	<ul style="list-style-type: none"><li>➤ Collect and gather the attendance of the activity.</li><li>➤ In-charge of printing (name labelling/tags of chairs and tables)</li></ul>
<b>Hall Preparation Decoration/ Backdrop</b>	<b>Chair:</b> Engr. Leslie T. Fontanilla <b>Co-Chair:</b> Berna G. Bateriza <b>Members:</b> Barangay 9 Teachers	<ul style="list-style-type: none"><li>➤ Plan out the setting arrangement</li><li>➤ Coordinate with the Venue in charge of the setting of the venue.</li><li>➤ Facilitate the Hall preparation and readiness of the event.</li><li>➤ Facilitate the event ambiance in setting-up the stage</li><li>➤ Schedule the decoration set-up in the venue</li><li>➤ Prepare Tent and chairs</li></ul>
<b>Program, Invitation and Communication</b>	<b>Chair:</b> Ria K. Alcuizar <b>Co-Chair:</b> Florabelle R. Porras <b>Members:</b> Khessandra Lou M. Astudillo Ariel D. Garcia	<ul style="list-style-type: none"><li>➤ Prepares the program, invitation to the honored guest, stakeholders and awardees.</li><li>➤ Prepares letter of request and communication for speakers and invited guests</li></ul>



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		<ul style="list-style-type: none"> <li>➤ Follow up letter</li> </ul>
<b>Awards</b>	<b>Chair:</b> Marsfifth M. Mamawag <b>Co-Chair:</b> Rex C. Dacanay <b>Members:</b> Edelina M. Ebor Secretariat/Usherettes	<ul style="list-style-type: none"> <li>➤ Secure the evaluation sheet of the actual awardees in each category</li> <li>➤ Prepares the awards with the citation.</li> <li>➤ In-charged of distribution of plaques and awards</li> </ul>
<b>Peace &amp; Order/Permit to conduct</b>	<b>Chair:</b> Jimdandy Lucine <b>Co-Chair:</b> Rio R. Arbutante <b>Members:</b> City PNP and Barangay Tanod	<ul style="list-style-type: none"> <li>➤ Coordinate with the Philippine National Police to secure the event venue and BPSO</li> <li>➤ Provide security for the whole event.</li> <li>➤ Ask permission to local LITF to conduct the activity</li> </ul>
<b>Usherettes/Ushers</b>	<b>Chair:</b> Sybil L. Maputi <b>Co-Chair:</b> Pamela L. Astudillo <b>Members:</b> Filipina T. Taray Glaive May D. Mulawan Mayela Lou A. Mellomida ICON Performers	<ul style="list-style-type: none"> <li>➤ Assure that visitors are in place</li> <li>➤ Assist the arrangement of the visitors and awardees</li> </ul>
<b>Over-all Program In-charge</b>	<b>Director:</b> Woodrow Wilson B. Merida <b>Members:</b> <b>Emcee</b> Ma. Sofia S. Reyes John Derick L. Bingat Doreen Khrystel P. Gonzales	<ul style="list-style-type: none"> <li>➤ Facilitate the flow of the whole event</li> <li>➤ Direct and oversee the program flow</li> <li>➤ Serves as the events host</li> <li>➤ Provide script</li> <li>➤ Assist with the crafting and production of program</li> </ul>
<b>Food, Refreshments and Restoration (Cleanliness &amp; Maintenance)</b>	<b>Chair:</b> Mary Gladys J. Dublas <b>Co-Chair:</b> Rufelia J. Limbengco <b>Member:</b> Alma Molina Irish J. Cagatcagat Jave Art G. Libuhan	<ul style="list-style-type: none"> <li>➤ Facilitate the distribution of the snacks and meals</li> <li>➤ Lead the maintenance and cleanliness of the venue</li> <li>➤ See to it that all the garbage from the event is properly dispose after the event.</li> <li>➤ Coordinate with the secretariat</li> <li>➤ Provide meal ticket</li> <li>➤ Coordinate with the food supplier</li> </ul>



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<b>Light and Sounds/ LED Wall / (actual presentation)</b>	<b>Chair:</b> Paul Jhon P. Arias <b>Co-chair:</b> Rosalio P. Arangco <b>Members:</b>	<ul style="list-style-type: none"> <li>➤ Coordinate city band and installation of sound system and LED wall</li> </ul>
<b>ICON Performers</b>	<b>Chairman :</b> Sharon Mae A. Bonggocan <b>Co-Chairman:</b> Imme Cristy I. Corona <b>Member:</b> <b>Members:</b> Public Schools District Supervisors and Education Program Supervisors	<ul style="list-style-type: none"> <li>➤ Supervise the rehearsal of performers for the production and Intermission</li> <li>➤ Coordinate with PSDS and EPS on the submission of district dance/music ( solo/group ) presentation</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Provide live music for the event</li> <li>➤ Coordinate Sir Arias committee for sound selections</li> </ul>
<b>Safety and Health Committee</b>	<b>Chairman :</b> Dr. Paul Regie C. Mabelin <b>Co-chair:</b> Dr. Marcosjulita K. Fulgencio <b>Member:</b> Dr. Marcel S. Panganiban <b>Members:</b> Mary Larcy B. Pojas Marie Cris V. Obeñita Jennifer L. Madelo Hazel M. Rusiana Keziah Fatima M. Un	<ul style="list-style-type: none"> <li>➤ Triage</li> <li>➤ Monitor health standard protocol</li> <li>➤ Set up venue for safety protocol</li> <li>➤ Coordinate to Sir Jim and Sir Rio</li> </ul>
<b>FB Live Streaming</b>	<b>Chairman:</b> Karl Lois Charlon Pagaran <b>Co-Chair:</b> Jade Grace C. Cabañez <b>Member:</b> Angie B. Peria Esteve M. Nulada Hazelle Mae C. Sambayon	<ul style="list-style-type: none"> <li>➤ Conduct Live Stream</li> <li>➤ Prepare for Visual and Audio Needs of the Event</li> </ul>
<b>Video Production and Multimedia</b>	<b>Chairman:</b> Paterno T. Padua <b>Co-Chair:</b> Karl Lois Charlon Pagaran <b>Member:</b> ICON Team (10 members)	<ul style="list-style-type: none"> <li>➤ Facilitate the photoshoot sessions of the finalist and awardees.</li> <li>➤ Produce video presentation during the awards proper</li> </ul>
<b>Video and Photo Documentation and Write-ups</b>	<b>Chairman:</b> Edelina M. Eborá <b>Co-chair:</b> Jerry A. Java <b>Member:</b> Darry D. Tuminao	<ul style="list-style-type: none"> <li>➤ Document the whole event</li> </ul>
<b>Transportation Committee</b>	<b>Chairman:</b> Ferdinand V. Mortera <b>Co-Chairman:</b> Edgar B. Blasé <b>Member:</b> Jerome L. Astudillo	<ul style="list-style-type: none"> <li>➤ Facilitate the transportation of Committees</li> <li>➤ In-charge of transport related activities</li> </ul>

Venue: Luyungan



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