

2023-80797



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

DM-2023-09-396
DEPED MALAYBALAY CITY DIVISION
RELEASED
SEP 21 2023 Time: 1:35
By: Juan Carlos

DIVISION MEMORANDUM
NO. 396, S.2023

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

From: *CR* **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent *A*

Date: September 20, 2023

Subject: **TECHNICAL WORKING GROUP FOR THE TEACHERS' DAY PROGRAM**

1. In line with the preparation of the upcoming "Teachers Day Program" spearheaded by the Office of the Schools Division Superintendent on **October 2, 2023** at Malaybalay City National Science High School, Barangay Aglayan, Malaybalay City, Bukidnon, this Office hereby informs the following **Technical Working Group (TWG)** to plan and perform their duties and responsibilities (Enclosure1) to come up with a well-organized committee for the activity.
2. The schedule of practice for the Opening Salvo by the three Functional Divisions will start on **September 25-29, 2023** (3:00 pm to 5:00 pm onwards) at the GAD Hall, break-out rehearsal for the intermission number of each group will depend on their chosen venue.
3. Enclosed is the Schedule of Activities in Preparation for the Teachers Day Program (Timeline) and assigned Genre for reference.
4. Should there be queries, contact Woodrow Wilson B. Merida of the Human Resource Development Section at 09664752094.

Copy furnished:
Records Unit/HRD



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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Enclosure 1 of Division Memorandum no. 394 s. 2023

TEACHERS DAY CELEBRATION
October 2, 2023
Malaybalay City National Science High School
Aglayan, Malaybalay City, Bukidnon

Committee	In-charge	Function/s
Division Executive Steering Committee	Chairman: Cherry Mae L. Limbaco Co-chairman: Aliena S. Dajay Members: Lorenzo O. Capacio Ralph T. Quirog	Provides over-all direction of the activity
Secretariat	Chair: Ria K. Alcuizar Co-Chair: Novem S. Sescon Member : Janine L. Esoy Chairman: Lucilyn M. Cahucom Co-Chairman: Emelyn Razo Member: Apple Cañete	Prepare the attendance sheets, distribute programs, and certificate of appearance. Prepare communication letters to the invited guests and exhibitors. Prepares for signage for seat assignment by school and by district. Prepare/distribute certificate of participation to the participants and certificate of recognition to the speaker/invited exhibitors/committees. Registration in-charge of the participants
Program, Media and Documentation	Chairman: Woodrow Wilson B. Merida-Program In-charge Co-Chair: Rex C. Dacanay Member: Sharon A. Bonggocan	Over-all program in-charge and post evaluation facilitators



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	<p>Chairman: Pamela Astudillo Co-Chairman: Jorel Labita</p> <p>Chairman: Paul Arias Co-Chairman: Darry Tuminao</p> <p>Chairman: Paterno Padua Co-chairman:</p>	<p>Serve as stage Directors Cueing of speaker and presentation</p> <p>Serve as Technical Directors</p> <p>Prepares/Operates laptop and LED wall/LCD projector</p> <p>Lay-out for Division personnel video presentation for staff introduction</p> <p>Provide video and background motion graphics for LED wall</p> <p>Sound system manager and controller Prepares for the sound materials and music</p> <p>Facilitates for the Video and Photo Documentation/lay-out-design, cover design program, T-shirt Design, ID Committee</p>
<p>Technical and Physical Management</p>	<p>Chair: Engr. Leslie T. Fontanilla Co-Chair: Irish Cagat-cagat Members: General Services</p>	<p>Plotting and preparation of booth for government and non-government service providers.</p> <p>Arrangement of tables and chairs</p>



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	<p>Chairman: Susan S. Olana Members: DAPSSHI</p>	<p>(Good Quality) Sound System In-charge</p> <p>Facilitate in the cleaning and orderliness of the venue after the activity.</p>
	<p>Chairman: Edelina M. Ebor Co-chairman: Sonny F. Rojas Members: PESHA</p>	<p>Stage decoration and hall preparation</p>
	<p>Chair: Rhysa Cyle C. Rosalejos Co-chair: Rex C. Dacanay City Band</p>	<p>Coordinate with the City Band and accommodate the needs of the members</p> <p>Write letter of request to the city inviting the band to play</p>
	<p>Chairman: Dindo M. Gabales, PhD</p>	<p>Coordinate with TESDA for potential services such (massage, make-up, etc.)</p>
	<p>Chairman: Rosie A. Salupado Co-chairman: Vicente G. San Miguel Member: Darvy Dagumol</p>	<p>In charge of the coordination of venue and tents and returning of borrowed facilities</p>
	<p>Chairman: Sharon A. Bongocan Co-chairman: Liza G. Balintongog</p>	<p>Organizes the set-up of the visiting kiosk (Kaayuhan Hub) and facilitates the order of the exhibit/bazaar (if available)</p>



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	<p>Chairman: Florabelle Porras Co-chairman: Rufelia J. Limbaco</p>	<p>In charge of the rehearsal/practice of production number In charge in the issuance of memorandum for daily practice schedule</p>
<p>Ways and Means (Invitation , Awards, Token, Transportation)</p>	<p>Chair: Marsfifth M. Mamawag Co-chairman: Sibyl L. Maputi</p> <p>Chairman: Marsfifth M. Mamawag Co-chairman: Rio G. Arbutante Members: Pizarro, Virgilin R. Reyes, Maria Concepcion Valde, Rachel R.</p> <p>Chairman : Sonny F. Rojas Co-chairman: Pastor Abejuela</p> <p>Chairman: Ferdinand V. Mortera Members: Molina, Jovy G. Allaba, Aba Q. Pimentel, Manny</p>	<p>Prepare awards for door prizes and facilitate for the giving of awards and tokens for the speakers and guests</p> <p>In-charge of Lei production</p> <p>Distribute letters of invitation, solicitation and follow-up status and participation of the invited exhibitors.</p> <p>Coordinate with stations for radio announcements and social media</p> <p>Communicate and follow up status and participation of the invited speakers Accompany the invited guest during and end of the program</p> <p>In charge of all the activity transportation</p>



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<p>Medical, Resources, DRRM, safety and security</p>	<p>Chairman: Dr. Sarline O. Flores, MD Co-chairman: Dr. Marcosjulita Fulgencio Dr. Marcela Panganiban Members: Division Nurses</p> <p>Chairman : Jose B. Cruz</p> <p>Chairman: Rio G. Arbutante</p>	<p>Provide medical and dental services.</p> <p>Provide medicines and prescriptions</p> <p>Secures the safety of the venue and performs safety precautionary measures/emergency responder/traffic manager.</p> <p>Coordinates with the Philippine National Police/Barangay Council</p>
<p>Personnel and Legal Services</p>	<p>Chairman: Atty. Wincerbogne L. Pesisano</p> <p>Chairman : Rhysa Cyle C. Rosalejos Co-chairman: Janice M. Bautista</p> <p>Chair: Rufelia J. Limbengco Co-chairman: Amorelle Faith P. Go</p> <p>Chairman: Dave Feliciano Co-Chairman: Guia Ma. G. Villahermosa Members: Evelyn Joy V. Don</p>	<p>In-charge on the consultation on legal matters and concern</p> <p>In-charge on the accounting matters</p> <p>GSIS AAO and PLI Verification</p> <p>In-charge on the personnel concerns</p>
<p>Food and Beverages</p>	<p>Chair: Mary Gladys J. Dublas Co-chairman: Perlita B. Borgonios Member: Jave Art Libuhan</p>	<p>Coordinates with the preparation of food</p> <p>In-charge with the meals and snacks of visitors and committees</p>
<p>Usherettes</p>	<p>Chairman: Sibyl L. Maputi Co-Chairman: Mayela Lou Adajar Members Glaive May D. Mulawan Filipina Taray Sunshine Gamboa Novilyn Palma</p> <p>Annabelle Salcedo Earl Maquido Elaine Baula</p>	<p>Accompany speakers, guests and visitors</p>



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Enclosure 2 of Division Memorandum no. 390 s. 2023

**SCHEDULE OF ACTIVITIES IN PREPARATION OF THE
TEACHERS DAY CELEBRATION (TIMELINE)**

October 2, 2023

Malaybalay City National Science High School
Aglayan, Malaybalay City, Bukidnon

Time Frame	Activity	Point Person
September 21, 2023	Pre-work at the Division GAD Hall (1:30 PM -3:00 PM)	Committee Chairman only SDS
September 22, 2023 September 25-29, 2023	Practice of Presentations (3:00 pm to 5:pm) (Everyday) and	CID,SGOD,OSDS, DepED Band Members
September 22, 2023	Distribution of invitation and solicitation	In-charge Committees
September 25-29, 2023	Updates/Follow-up of invitation and solicitation and other concerns in preparation	In-charge Committees
September 27, 2023	Special Conference on the preparation of Teachers Day Celebration (8:30 AM - 12:00 NN)	All committee chairman and members
September 29, 2023	Collection and Packing of Door Prizes	Committee In-Charge
October 1, 2023	Rehearsal and Dry-run	ICOn Committees, CID,SGOD,OSDS and DepEd Band
October 2, 2023	Event Proper	



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Enclosure 3 of Division Memorandum no. 394 s. 2023

ASSIGNMENT GENRE BY GROUP AND MECHANICS

Malaybalay City National Science High School
Aglayan, Malaybalay City, Bukidnon
October 2, 2023

Genre	Team	No. of Presentation
K-Pop & Hip Hop	Building 1 c/o Accountant	2
Bisaya (Song/Dance)	PSDS	1
Batang 70s and 80s hits	DAPSSHI	2
Batang 90s hits	Education Program Supervisors	1
Batang 20s hits (2000-2011)	Health and Nutrition Section	1
RETRO and Techno Dance Music	PESPA	2
Best Pinoy Dance Remix	SGOD	1

Mechanics:

- Lively and entertaining
- Minimum of 3 minutes and a maximum of 4 minutes
- Medley or Full Song
- Free interpretation
- Wear a presentable costume.
- Everybody will participate.



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