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

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DIVISION MEMORANDUM

No. 477, s. 2023

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

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

Date: November 10, 2023

Subject: **TECHNICAL WORKING COMMITTEES FOR THE 2023 INSTITUTIONAL CONFERMENT (SEARCH FOR THE MOST OUTSTANDING TEACHING AND NON- TEACHING PERSONNEL)**

- In line with Division Memorandum No. 447 s. 2023 re: **2023 Institutional Conferment-Search for the Most Outstanding Teaching and Non-Teaching Personnel (ICON Awards 2023)**, this Office hereby informs the field on the composition of **Technical Working Committee for the 2023 Institutional Conferment** on **December 12, 2023** at **Kaamulan Open-Theatre, Malaybalay City**.
- The Committee Head and members are hereby directed to schedule their committee meeting and present it on **November 13, 2023** after the Monday convocation program.
- 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.
- 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 2023 INSTITUTIONAL CONFERMENT (SEARCH FOR THE MOST
OUTSTANDING TEACHING AND NON-TEACHING PERSONNEL)

Committees	Composition	Function
Over-all Steering Committee	Chair: Cherry Mae L. Limbaco Co-Chair: Aliena S. Dajay Lorenzo O. Capacio, EdD Ralph T. Quirog Members: Woodrow Wilson B. Merida Sharon Mae A. Bonggocan Rhysa Cyle M. Rosalejos Manuel D. Dinlayan II Sibyl L. Maputi	<ul style="list-style-type: none">➤ Supervise the whole event preparation.➤ Plan out and oversee the whole activity
Secretariat	Chair: Lucilyn M. Cahucom Co-Chair: Novem Sescon Members: Selected HRMO	<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)➤ Laminate IDs for TWG
Hall Preparation Decoration/ Backdrop	Chair: Engr. Leslie T. Fontanilla Co-Chair: Manuel L. Dinlayan II Members: Arsil Salvo Jave Art Libuhan Rendon Sias Sannie Empuerto	<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➤ Schedule the decoration set-up in the venue➤ Prepare Tent and chairs
Program, Invitation and Communication	Chair: Ria K. Alcuizar Co-Chair: Florabelle R. Porras Members: Noel Tan Nery Sonny Roxas	<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: Sibyl L. Maputi Members: Rex C. Dacanay	<ul style="list-style-type: none">➤ Secure the evaluation sheet of the actual awardees in each category



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	Secretariat/Usherettes	<ul style="list-style-type: none"> ➤ 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 Members: City PNP and Barangay Tanod	<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	Chairman: Sibyl L. Maputi Co-Chairman: Mayela Lou A. Mellomida Members Glaive May D. Mulawan Filipina Taray Annabelle Salcedo Sunshine Gamboa Earl Maquido Novilyn Palma Elaine Baula Nemsie C. Salvo Shella Novie A. Canson Henry M. Cipriano Jr. Ruel T. Brigole	<ul style="list-style-type: none"> ➤ Assure that visitors are in place ➤ Assist the arrangement of the visitors and awardees ➤ Assist in the distribution of plaques by category
Over-all Program In-charge	Director: Woodrow Wilson B. Merida Members: Sharon Bonggocan Emcee Al Grant Tortola Brendon Estrada Doreen Khrystel P. Gonzales	<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 ➤ Assist with the crafting and production of program
Food, Refreshments and Restoration (Cleanliness & Maintenance)	Chair: Mary Gladys J. Dublas Co-Chair: Rufelia J. Limbengco Member: Alma Molina Jason Monteseven Jave Art G. Libuhan Mhai Flora Cavan Usherretes	<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



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		<ul style="list-style-type: none"> ➤
Light and Sounds/ LED Wall / (actual presentation)	Chair: Ariel Garcia Co-chair: Dave Feleciano Members: ICON Team	<ul style="list-style-type: none"> ➤ Coordinate city band and installation of sound system and LED wall ➤ Served as Musical Scorer all throughout the program
ICON Performers	Chairman : Sharon Mae A. Bonggocan Co-Chairman: Imme Cristy I. Corona Member: Rex C. Dacanay Members: Public Schools District Supervisors and Education Program Supervisors	<ul style="list-style-type: none"> ➤ Supervise/Lead the rehearsal of performers for the production and Intermission ➤ Coordinate with PSDS and EPS on the submission of district dance/music (solo/group) presentation
		<ul style="list-style-type: none"> ➤ Provide live music for the event ➤ Coordinate to Sir Garcia committee for sound selections
Safety and Health Committee	Chairman : Dr. Sarline Flores Co-chair: Dr. Marcosjulita K. Fulgencio Member: Dr. Marcela S. Panganiban Members: Mary Larcy B. Pojas Marie Cris V. Obeñita Jennifer L. Madelo Hazel M. Rusiana Keziah Fatima M. Un Ian Augustus Nuñez	<ul style="list-style-type: none"> ➤ Triage ➤ Monitor health standard protocol ➤ Set up venue for safety protocol ➤ Coordinate to Sir Jim and Sir Rio
Documentary	Chairman: Karl Lois Charlon Paganan Co-Chair: Jade Grace C. Cabañelez Member: Angie B. Peria Esteve M. Nulada Hazelle Mae C. Sambayon	<ul style="list-style-type: none"> ➤ Conduct Documentary ➤ Prepare for Visual and Audio Needs of the Event
Video Production and Multimedia	Chairman: Paterno T. Padua Co-Chair: Karl Lois Charlon Paganan Member: ICON Team (10 members)	<ul style="list-style-type: none"> ➤ Facilitate the photoshoot sessions of the finalist and awardees. ➤ Produce video presentation during the awards proper ➤ Provide Live Feed
Video and Photo Documentation	Chairman: Darry D. Tuminao Co-chair: Melvin Armeccin Member:	<ul style="list-style-type: none"> ➤ Document the whole event ➤ Official Photographer



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Transportation Committee	Chairman: Arcel Salvo Co-Chairman: Edgar B. Blasé Member: Jerome L. Astudillo	<ul style="list-style-type: none">➤ Facilitate the transportation of Committees.➤ In charge of transport related activities
Creative Media Committee	Chair: Karl Lois C. Pagaran Co-Chair: Paterno T. Padua Members: Jimdandy Lucine ICON Team	<ul style="list-style-type: none">➤ Lay-out personalized program, TWG ID, tarpaulin for photo booth, plaque design and background for LED and power point slides



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