



Republic of the Philippines  
**DEPARTMENT of EDUCATION**  
REGION XI  
**Schools Division of Digos City**  
City of Digos



September 20, 2017

DIVISION MEMORANDUM  
NO. 703, s.2017

**WORKING COMMITTEES FOR THE 2017 WORLD TEACHERS' DAY  
CULMINATION PROGRAM**

To: Divisions Chiefs  
Public Schools District Supervisors  
Public Elementary/Junior/SHS School Heads  
Heads of Sections  
Committee Chairpersons  
Committee Members

1. Attached are the copies of the Working Committees for the 2017 World Teachers' Day Culmination Program on October 4, 2017 at the Davao del Sur Coliseum.
2. The assigned committees are hereby directed to coordinate with, **Mr. Ronald B. Dedace and Ms. Cecile C. Uy** for clarification and assistance.
3. For information, guidance and immediate dissemination.

**WINNIE E. BATOON, EdD**  
Officer-In-Charge  
Office of the Schools Division Superintendent

DepEd Schools Division of Digo:

**RELEASED**

4936  
Date: 26 SEP 2017 Time: 3:08

REV: 1

**WORKING COMMITTEES FOR THE WORLD TEACHERS' DAY CELEBRATION  
OCTOBER 4, 2017  
DAVAO DEL SUR COLISEUM**

<b>COMMITTEES</b>	<b>COMMITTEE CHAIR</b>	<b>MEMBERS</b>	<b>DUTIES and RESPONSIBILITIES</b>
Creation of 2017 Working Committees	Francis Jude Alcomendras	Division Chiefs Section Heads PSDS/EPS Program SEPS/EPS Selected School Personnel	Create and organize the 2017 working committees for the WTD celebration
Program & Invitation	Ronald Dedace	Evangeline A. Hernan Ida I. Juezan	Prepare and deliver program and invitation
Masters of Ceremonies	Ronald Dedace Evangeline Hernan Ida Juezan	AM: Jan War Eltagonde Leilani Señires PM: Edward Paler Johannes Sabio	In-charge of the flow of the program
Venue	Imelda Cardines	Datu Roger Manapol	In-charge of the arrangement/communication regarding the venue of the activity
Letters	Cecile Uy	Jose Israel Maravilles	Prepare and deliver letters for the visitors (6 govt agencies and 37 private schools)
Secretariat	Myhrra Faye Bontia Helena Solon Juvy Altamera	All School HRD Coordinators	Facilitate the registration at the division level; coordinate the registration at the school level with the School HRD Coordinators; collect the attendance sheets; distribute food stubs; coordinate with the food committee; and submit accomplishment reports
Documentation	Airon Alejandro Reyzen Monserate	Jade Irish B. Dabalos Aleli Chiong Marvi Grace Carillo Johannes Sabio Ma. Luz Amaro	Document the celebration and submit accomplishment reports

<b>COMMITTEES</b>	<b>COMMITTEE CHAIR</b>	<b>MEMBERS</b>	<b>DUTIES and RESPONSIBILITIES</b>
Hall Preparation and Restoration	Marcelino Ranollo	Ricardo Vendiola, Renante Pantonial, Marisipe Onggo, All SDO Personnel	Facilitate the preparation and restoration of the venue, before and after the celebration; in-charge of the preparation of a floor lay-out to identify the area designated to each district/school
Budget and Procurement	Ronald Dedace Neptune Tambilawan	BAC	Prepare the budget and the procurement of needed materials
Resource Generation/ Prizes	Anamerthyl Regala	Peter-Jason Senarillos Rosario Diamante Maria Jadloc	Generate resources/prizes; Prepare, distribute and follow-up letter of requests/solicitation; in-charge of allocating the resources/prizes generated for distribution, and the awarding of prizes
Stage Decoration	Eppie Grace Presto	Melvin Anthony Sabio, Jupalloyd Arellano, Greco Dasmariñas, Johannes Sabio, John Milan, Joejie Aguilar, Eleanor Asuro, Weena Vergara, Mark Dave Saturnino, Jon's Gegare & Cielito Paro	Decorate and set-up the stage (including the red carpet)
Parking and Security Administration	Valeriano delos Reyes	Manne James Ortiz John Baptist Presto Manuel Cadungog	Facilitate the arrangement of the vehicles, and coordinate with the CSU to ensure the security of the people
Food	Mary Glor Tabanao	Luzminda Jasmin, Ronilyn Nieves, Neil Bongcayao, Merlyn Obenza, Evangeline Marata, Valeriano de los Reyes, Masaripe Onggo, Gemma Salanga and the caterer	Coordinate with the caterer; facilitate the distribution of food to all teaching and non-teaching personnel, guests and visitors; Ensure that everybody receives his/her share of food

<b>COMMITTEES</b>	<b>COMMITTEE CHAIR</b>	<b>MEMBERS</b>	<b>DUTIES and RESPONSIBILITIES</b>
Usherettes	Daissy Jane Sanoy Noreliza Misal	Rosario Diamante Kristin Marie Y. Bejarin Frances Millicent N. Durano Alnie Fe Ymalay Mary Sol Rosalita, Jake Lloyd Vencio, Danilo Ebol, Bona Fe Burgos, Giselle Gonzales	Usher the teachers, visitors/ guests including representatives from the invited government agencies (GSIS, PRC, PAG-IBIG, PhilHealth, SSS, and NSO) ; Prepare lei for the visitors/guests; and prepare the tables and chairs of the invited government agencies; and serve the food of the visitors and guests
Stage Flower & table arrangement	Arlene Barba Ely Cataluña Datu Roger Manapol	Mt. Apo School Heads John Milan Gemma Salanga	Arrange table set-up (skirted) with flowers for the stage
Sound System	Vicente Laburada	Airon Alejandro, Joejie Aguilar, Neil Bongcayao, Manne James Ortiz	Facilitate in the preparation of lights and sound in the venue
Awards	Francis Jude Alcomendras	Aleli Chiong, Guy Mara-asin, Alnie Ymalay, Vincent Zambra, Cecile Uy	Facilitate and look into the service records of the retirees and loyalty awardees; prepare/print the citation of the certificates; and assist in the distribution during the celebration
Ecumenical Prayers	Ida I. Juezan Rofelia de Mesa	Dr. Moises Perral, Elizabeth Dy, Ferlyn Tubice, Ustadz Ansary Saipoden and the Digos City Harmonic Mentors	In-charge of the ecumenical prayers
Medical	Dr. Mae Pearl Hong	Hazel Marie L. Escabillas Dr. Myracell Dalope Catherine Ann Mayor Raddi King Corpuz Irene Dandoy Shealene Ann Mayor	In-charge of giving first-aid in case of emergencies

<b>COMMITTEES</b>	<b>COMMITTEE CHAIR</b>	<b>MEMBERS</b>	<b>DUTIES</b>
Food Table Arrangement	All Public Schools District Supervisors	School Heads	In-charge of the arrangement of the food tables in their designated areas
Video & PPT	Stephen Pascual	Xavier Fuentes Myleen Robiños Rochill Balgue	Facilitate the presentations of videos and PPT
Fun Games	Julie Anne Posadas	SSG Federation	Facilitate the conduct of fun games
Communication/ Transportation	Francis Jude Alcomendras	Guy Mara-asin, Vincent Zambra, Ricardo Vendiola, Romeo Jairal & Masaripe Onggo	Distribute and follow-up the invitation and letter request and coordinate with the Resource Generation Committee
Sports	Eppie Grace Presto	Airon Alejandro, Felzev Lloyd Sayson, Edward Paler, Hilda Maung & School Sports Coordinators	To facilitate the conduct of sports events like basketball, badminton and volleyball
Over-all	Winnie E. Batoon	Beverly Daugdaug Sollie Oliver	Oversee the preparation of the celebration