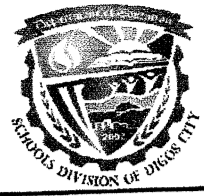


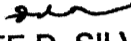


Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 529, series of 2016

TO : Chiefs, CID and SGOD;
Public Schools District Supervisors
Education Program Supervisors
Division Personnel
Selected DiCNHS Personnel
All Others Concerned

FROM : 
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SUBJECT : **WORKING COMMITTEES FOR DIVISION CELEBRATION
OF THE 2016 WORLD TEACHERS' DAY
and NATIONAL TEACHERS' DAY**

DATE : September 20, 2016

1. The Department of Education (DepEd) will celebrate the National Teachers' Month (NTM) as per Republic Act 10743 entitled Declaring the 5th Day of October of Every Year as the National Teachers' Day, and the designation of the World Teachers' Day every 5th of October by the United Nations Education and Cultural Organizations (UNESCO). This division, together with the stakeholders, will celebrate the 2015 World Teachers' Day on **October 4, 2016** at **Digos City Stadium, J. Abad Santos St., Digos City**. It will include a whole-day program where the teachers will be recognized and will be given various awards.
2. To ensure proper communication and implementation of the plans for the 2016 Division Celebration of the National Teachers' Day and World Teachers' Day, the **2016 NTD/WTD Division Working Committees** have been organized. Attached is the Matrix of the Working Committees with the names of the members and corresponding duties/tasks.
3. For query, please do not hesitate to coordinate with the respective committee chairpersons or you may contact Ronald Dedace at 0918 962 4948 or Anamerthyl Regala at 0909 550 8530.
4. Please be guided accordingly.

DepEd Schools Division of Digos

RELEASED

Date: **SEP 20 2016** Time: *4:04 PM*

By: 

WORKING COMMITTEES FOR THE WORLD TEACHERS' DAY CELEBRATION

OCTOBER 4, 2016

COMMITTEE	COMMITTEE CHAIR	MEMBERS	DUTIES / TASKS
1. Program & Invitation	AnalizaAlmazan	MyleenRobiños, JuvyComaingking, ReyzenMonserate, Albert Espino, Airon Alejandro, Ronald Dedace, Felsev Lloyd Sayson	<ul style="list-style-type: none"> - Design, prepare, and deliver program/invitation; - Over-all in-charge of program execution
2. Documentation/ Secretariat	Joan Niones	Ida Juezan, Luzminda Jasmín, Imelda Cardines, ZenaídaGuya, PatriotisoPeñas, Elsie Dagoy, Stephen Pascual, María Jadloc, Myhrra Faye Bontia, Helena Solon, Maria Fe Burgos, Felzev Lloyd Sayson, Evangeline Herman	<p><u>Secretariat:</u></p> <ul style="list-style-type: none"> - Facilitate registration of participants including preparation of registration sheets, other documents; - Printing/preparation of raffle stubs and distribution upon registration; - Printing/Distribution of Certificate of Appearance/Participation <p><u>Documentation:</u></p> <ul style="list-style-type: none"> - Document the celebration and submit accomplishment reports
3. Hall Preparation & Restoration	MarcelinoRanollo	Romeo Jairal, Ricardo Vendiola, WabendDimsoy, RenantePantonal, Harry Obenza, MarisipeOnggo	<ul style="list-style-type: none"> - Facilitate the preparation/restoration of the venue physical setup before, during, and after the program - Coordinate with Stage Decoration Committee - Ensures cleanliness before, during, and after the program
4. Budget & Procurement	NorelizaMisa/ Ronald Dedace	Cherry RossetteOliva, FernaRenira Alde, Rofelia de Mesa, Helen Payapaya	<ul style="list-style-type: none"> - Prepare the budget and the procurement of needed materials
5. Resource Generation/ Prizes	Anamerthy/Regala/ Peter July Sorongon	Sarah Gretchen Adeva, Daissy Jane Sanoy, Rosario Diamante	<ul style="list-style-type: none"> - Generate resources/prizes - Prepares letter of requests/solicitation - Come up with list of winners according to result of raffles and fun games
6. Stage Decoration	Eppie Grace Presto	Melvin Anthony Sabio, Jupalloyd Arellano, Greco Dasmariñas, Jimmy Laranjo, LovellaMediodia, Johannes Sabio	<ul style="list-style-type: none"> - Decorate and set-up the stage which includes Event Tarpaulin, Stage Backdrop, Photo Wall Design - Coordinate with Program and Hall Preparation Committees
7. Security and Parking	Valeriano delos Reyes	John Baptist Presto, EritioDamo, Roldan	<ul style="list-style-type: none"> - Plan and implement security and traffic arrangements

Security and Parking Accommodation		Entero, JulietaTrazo	<ul style="list-style-type: none"> - Coordinate with LGU-Digos and PNP Personnel for Security Measures - Facilitate parking rules/order of the vehicles - Monitor the situation within the event area
8. Food	Mary GlorTabanao	Sollie Oliver, Mary Sol Rosalita, Jake Lloyd Vencio, DaniloEbol	<ul style="list-style-type: none"> - Coordinate with the caterer and ensure the food is ready before/on-time - Facilitate the serving food to all guests and visitors - Assist guests for their meals - Coordinate with Ushers/Usherettes for VIPs headcount
9. Usherettes	Liberty Sosas	Sarah Gretchen Adeva, Catherine Burgos, Heidi Escalona, Elecel Adam	<ul style="list-style-type: none"> - Coordinate with Hall Preparation Committee for the Seat/Cluster Arrangements of VIPs/Guests - Guide the guests/officials/ participants to their assigned cluster/seat arrangements - Facilitate distribution/collection of raffle stubs - Conduct Officials/VIPs headcount and coordinate with Food Committee - Maintain order during the program and coordinate with Security Committee
10. Flower & table arrangement	Arlene Barba	Gemma Salanga, LuzaneUriarte, ElvieTimon, GetrudesZita	<ul style="list-style-type: none"> - Preparation and Arrangement of table set-up with flowers
11. Lights & Sound	Vicente Laburada	Joejie Aguilar, Neil Bongcayao, Manne James Ortiz	<ul style="list-style-type: none"> - Facilitate in the preparation of lights and sound in the venue - Coordinate with LGU-Digos City Stadium Incharge
12. Awards	Francis Jude Alcomendras	AleliChiong, Guy Mara-asin, AinieYmalay, Vincent Zambra	<ul style="list-style-type: none"> - 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
13. Holy Mass	Ronilyn Nieves / Renira Ferna Alde	Alex Rendon, Mel Baring, Elizabeth Dy, Mildred Melendez, Liberty Sosas	<ul style="list-style-type: none"> - Prepare and facilitate the conduct of the Holy Mass
14. Medical	Daissy Jane Sanoy	YsraelMiro, School nurse (to be identified)	<ul style="list-style-type: none"> - In-charge of giving first-aid in case of emergencies - Ensure proper coordination of LGU for support on Health and Safety
15. Video & PPT	Stephen Pascual	Xavier Fuentes	<ul style="list-style-type: none"> - Facilitate the presentations of videos and PPT

16. Fun Games	ZenaidaGuya	Digos City Joggers Club Members	<ul style="list-style-type: none"> - Facilitate games and raffles - Facilitate the conduct of fun games - Submit list of winners (fun games) to Resource Generation/ Prizes - Facilitate distribution of prizes
17. Communication/Transp ortation	Albert Espino	Airon Alejandro, Guy Mara-asin, Vincent Zambra	<ul style="list-style-type: none"> - Distribute and follow-up the invitation and letter request - Pick-up items from donors/sponsors - Coordinate with the Resource Generation Committee
18. Sports	Epie Grace Presto	Airon Alejandro, Felzev Lloyd Sayson, Nelson Lucero, RehuelFabillar, School Sports Coordinators	<ul style="list-style-type: none"> - To facilitate the conduct of sports events like basketball and volleyball
19. Over-all	Dee D. Silva	Emmanuel Hugo/Beverly Daugdaug	<ul style="list-style-type: none"> • Oversee the preparation of the celebration

Prepared by: 
RONALD B. DEDACE
 EPS II-HRD