



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

**DIVISION MEMORANDUM**  
No. 377, s. 2022


**August 5, 2022**


**MEETING OF THE TECHNICAL WORKING GROUP (TWG)  
RELATIVE TO THE B.A.N.G.A. AWARDING CEREMONY**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Concerned Personnel

1. This is in reference to Division Memorandum Number 377 series 2022, re: Adoption of Rewards and Recognition System of the Schools Division of Digos City.
2. To ensure the smooth flow of the awarding ceremony on August 19, 2022, the PRAISE Secretariat will conduct a face-to-face meeting with the members of the technical working group on August 9, 2022 at DiCNHS AVR. The meeting will start at 2:00pm.
3. This is to discuss the details, terms of reference and logistical preparations for the said activity.
4. Attached is the list of the working committees and the members for ready reference.
5. For guidance and compliance .

For and in the absence of the SDS:

  
**BASILIO P. MANA-AY, JR.**  
Assistant Schools Division Superintendent  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
22-8917M  
DATE: AUG 05 2022 TIME: 3:25 PM  
BY: 



**TECHNICAL WORKING GROUP**

<b>COMMITTEES</b>	<b>MEMBERS</b>	<b>TERMS OF REFERENCE</b>
Evaluation of Documents	PRAISE Committee	To evaluate the documents of the nominees
Consolidation of Data	PRAISE Secretariat -Ronald Dedace -Danica Acedilla -Eleser Mateo	To prepare logistical arrangements
Project Design and Procurement	HRD Specialist	To prepare the project design and procurement documents
Program/Invitation/Standby Video/PPT, design of plaques/certificates	Technical -JAY MARK ALOCELJA -THONVER SAMPAGA -LEE WILSON PRECELLAS -MARLOU SAMONTINA -DEMOSTHENES CAJES -NIÑO DABALOS -JESSRAEL BINGIL -RUBEN EVARRETTA	To prepare program, invitation, standby video, PPT, design of plaques/certificates
LED screen and lights	Clarence Pillerin Angel Bisaga, Jr.	To ask permission to the city LGU for the LED screen and lights
Stage decoration, table setting, red carpet, sound system, dinner	Supplier/Service Provider	To provide and arrange stage decoration, table setting, red carpet, sound system, dinner
Usherettes	Maria Leaonora Salazar Kristine Marie Bejarin Bonafe Cathrine Rabaya Roseter Alcaide Dhelmie Christine Peñas Ireene Dandoy Hazel Marie Escabillas	To usher the attendees
Voice Over	Gervasio Salinas, Jr.	To serve as the master of ceremony
Nurses on duty	Myracel Dalope Joel Gomito	To monitor and secure that minimum health standards are strictly followed and practiced
Monitoring and evaluation	M&E Specialists	To monitor the conduct of activity and provide feedback mechanisms
Secretariat	Jose Israel Maravillas April Rose Alcala	To prepare attendance sheets, certificates of attendance and participation