



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-526

To : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Concerned SDO Personnel

Subject : **2024 DIVISION WORLD TEACHERS' DAY TECHNICAL WORKING GROUP (TWG) MEETING**

Date : August 28, 2024

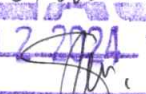
Pursuant to Presidential Proclamation No. 242, s. 2011, titled National Teachers' Month (NTM) and World Teachers' Day (WTD) Celebration, all personnel are required to attend and join the Culmination Activity on October 4, 2024 from 8:00 am to 5:00 pm at the Digos City Gym.

In line with this, a planning conference for the Technical Working Group (TWG) is hereby scheduled tomorrow August 29, 2024, 2:00 – 5:00 PM at the Division Office conference room.

Immediate dissemination of this Memorandum is directed.


MELANIE P. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

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Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375



Republic of the Philippines
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Digos City



TECHNICAL WORKING GROUP
2024 DIVISION WORLD TEACHERS' DAY CELEBRATION

COMMITTEE	TERMS OF REFERENCE	CHAIRPERSON	MEMBERS
Venue - Digos City Gym	To write a letter to LGU for the booking of the venue to be used on October 4, 2024 Logistical arrangement on October 3, 2024	Peter-Jason Senarillos	done
Program and Invitation	Prepare and deliver program and invitations to all invited guests, visitors, districts, schools	Cherrie Anne Bohol	Ruben Evarretta Janice Alquizar Jessrael Bengil
Food	To facilitate the distribution of packed meals	Heidi Escalona	Rotsen Gayud Ethel Tabalba Sheena Asarak Dee Jean Gragasin Gwen Mara Escaner Merlyn Obenza Arlene Repollo Lea Tambilawan Maureen Tampico Niño Vincent Rojo District/School-AO II
Podium Masters	To serve as masters of the program		To be identified
Holy Mass	To invite priest and facilitate the conduct of Holy Mass	Cecile Uy	Rofelia de Mesa Qumram Loyola Allen Joseph Malahay Renato Calipayan Rotshen Casiliac

			Angelito Villagonzalo
Director	To direct the overall flow of the program		Hazel Marie Escabillas Frances Millicent Durano
Decoration	To set-up the stage a day before the celebration	Gemma Salanga	Elizabetha Bueron Juvic Sucayre Cesar Gevera Noba Rubion Dann Becamon Lloyd Cervantes
Logistical Preparation and Restoration	Hall Facilitate the preparation and restoration of the venue before and after the celebration To transport monobloc chairs	Francis Jude Alcomendras	Edsel Nacua Mario Andales Guy Mara-asin Joel Estomo Jayzon Cardines Renante Pantonial Vincent Zambra Al Fernandez Aldin Barsalote Marvin Padillo Jave Ender Juvy Salise King Devesfruto Peter Paul Deiparine Julius Castañares Jonathan Almacin Marcelino Ranollo Dominador Espacio Ricardo Vendiola
Usherettes	To usher the visitors	Dhelmie Christine Peñas	Kristine Marie Bejarin
Resource Mobilization	To mobilize resources	Peter-Jason Senarillos	
Intermission Number	To communicate/request SPA students to perform	Ronald Dedace	
Technical	In-charge of the technical preparations like the video teasers, musical accompaniment. To coordinate with the Director and Podium Master	Stephen Pascual	Jose Israel Maravilles Airon Alejandro Marjun Rebosquillo Ruben Evarretta Jessael Bengil Ferdinand Magdadaro IT Interns
Documentation	To document the celebration by taking videos and photos	Leliani Señires	Rex Sayson Mark Castañares

Contests	To prepare criteria and guidelines and to facilitate the execution of contests	Janice Alquizar	Juvy Comainking Jason Mabini Claire Mariz Moral Elvie Timon Ethel Calva Cathy Donceras Cheery Lyn Vallejo Jehann Jane Mendrez Mariellor Ybanez Daissy Jane Sanoy Mark Castañares Regie Clemente
Tabulator	To compute the results of the contests	Jem Boy Cabrella	Jose Israel Maravilles
Raffle Draw	To manage the raffle draw	Noreliza Misal	NEU Officers Peter-Jason Senarillos
Health & Safety	To ensure health and safety of the participants	Lyra Pillarte	HNU Personnel CDRMC Jayzon Cardines
M&E	To conduct post evaluation on the conduct of the celebration	Reyzen Monserate	Cecile Uy
Focal	To conduct coordination meeting from time to time	Ronald B. Dedace	Janice Alquizar
Overseer	To oversee the overall flow of the celebration	Melanie P. Estacio Maria Genevieve T. Francisquete	Sollie B. Oliver Beverly S. Daugdaug