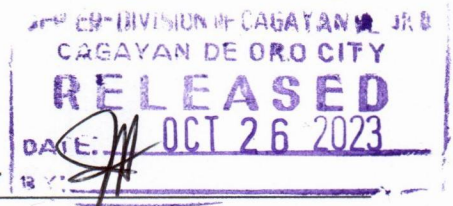




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

26 October, 2023

Division Memorandum
No. 569, s. 2023

**2023 KAGAY-AN BAHANDI AWARDING CEREMONY COMMITTEE
COMPOSITION**

To: AUDIE S. BORRES – Assistant Schools Division Superintendent
Chief Education Supervisors of SGOD and CID
OSDS, SGOD, & CID Personnel
Elementary & Secondary School Heads
Teaching & Non-Teaching Personnel
This Division

1. Please find the list for the different committee compositions during the 2023 Education Week Celebration dubbed as 2023 KAGAY-AN BAHANDI AWARDS for SY 2022-2023 in the Division:

Overall Committee

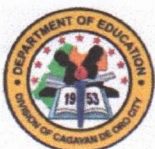
Chair: Dr. Roy Angelo E. Gazo
Co-Chair: Dr. Audie S. Borres
Members: Jean S. Macasero – OIC-Chief CID
Rosalio R. Vitorillo – Chief SGOD
Romeo B. Aclo, Jinky Arnejo

Security Committee

Chair: Angelito Felicilda
Co-Chair: Raul A. Dechosa
Members: Roel Lamberte, Jerson Herrero, Manuel Lincaro, Joel Lariba,
Ryan Blanco

Mass Committee

Chair: Milagros Recamadas
Co-Chair: Candolyn Quilit,
Members: Juan Mingo, Duque Caguindagan, Rosemarie Dullente,
Fe Morales, Glecerio F. Galolo



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Program Committee

Chair: Marvin Anthony Ramos
Co-Chair: Sunshine Villegas
Members: Farrah Alvie F. Ablanque, Kathy Kawakami, Aisa T. Badama, Emie Grace Filipino, Elizabeth Macabodbod, Chrismar Bolotano, Michael Espinosa, Earl Van S. Urbano, Derrold Marl S. Aves, Princess Janice S. Roces

Food Committee

Chair: Juliet Dolero
Co-Chair: Annabelle J. Lariba
Members: Nilbert Pacheco, Norma Ucab, Maurita Donasco, Jennifer Espina, Norma Bahian,

Venue Committee

Chair: Derrold Marl S. Aves
Co Chair: Aisa T. Badana
Members: Jenith Balsicas, Censusa R. Abuel

Usher/Usherette

Chair: Dr. Jamcel A. Chacon
Co-Chair: Carol O. Lorono
Members: Ursula Abellanos, Vergilbob Gomez, Joan Arsua, Crystal Cartel, Michelle Pabelic, Camila U. Magallanes, Maricris Pelinio, Francis Tagadiad

Guest Speakers

Chair: Celso Pagulon
Co-Chair: Elizer O. Teruel
Members: Paul Y. Badon, Vanessa Mae B. Martinez, Cheryl M. Pontillas

Hall Preparation Committee

Chair: Ray O. Maghuyop
Co-Chair: Engr. Ely Mamaclay, Engr. Ariel L. Aranez
Alrose A. Veloz, Tito Yongao, Rico Cagape, Adel Cambangay, Bayani Rotoras, Isagani Olarte, Nelson Tacandong, Marcelo Q. Mabalos, Rey Misael S. Da-abay

Registration & Secretariat Committee

Chair: Risa Bea Socorro Borres
Co-Chair: Loredelle Tacandong



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Members: Joan Madela, Catherine Ocate, Eyzaville Monteza, Alvic Francisco, Kristine Via, Kia Palamine, Angelica Bucad, Charise Mae Cebrian, Hazel Zambrano, Angela Torres, Kurt Bacas

Games Committee

Chair: Charlyn Baylon

Co-Chair: Emily Tabamo

Members: Lordson Siano, Edwin Mamba, Rosemarie Tolentino, Karl Salise, Kareen Agcopra, Marilou Lora

Solicitation & Prizes Committee

Chair: Romeo B. Aclo

Co-Chair: Jean T. Loquillano

Members: Roy Lumban, Shirley Merida, Janry Colonia, Engr. Ely V. Mamacay, Jerry Taruc, Jay Hebia, Rodel Estenzo

ICT Committee/ Documentation Committee

Chair: James Sijo

Co-Chair: Jairus Gochuco & Rodel Megollas

Members: Al Lagumen, Pat Sambaan, Christian Pimentel and All Division ICT Team

Awards & Certificates, Program Presentation Committee

Chair: Joel D. Potane

Co-Chair: Rochelle Luzano

Members: Lanie Signo, Gemma Pajayon, Chito Manaug, Ignacio Gabule, John Wayne Liloc, Allan Guibone, Ninia Marie A. Estillo

Communication/Invitation Committee

Chair: January Gay Valenzona

Co-Chair: Sylvio Carciller

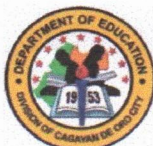
Members: Phoebe Taruc, Jerly Eluna, Helen Lucman, Marife Ramos, Anita Gochuco, Cynthia Yanez, Paraida Orangot, Janry Colonia

Medical Committee

Chair: Dr. Mark Meso

Co-Chair: Dr. Pauline Angara

Members: All Division Nurses



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Finance Committee

Chair: Arnel Calubag
Co-Chair: Romiel Vallente
Members: Marivel Pates, Ryan Sambaan, Donna Celle Ernacio

Decoration Committee

Chair: Evelyn Q. Sumanda
Co-Chair: Teresita Rara & Juliet Cristine T. Murcia
Members: Eliezer R. dela Vega, Jenny M Tare, Irish P Tangara, Alden C Salasalan, Irish L Corpus, Liwayway M Ampo, Alex R dela Vega, Rosalind T Gomez, Annie Lyn B Magsalay, Dandy H Jaraula

Monitoring & Evaluation Committee

Chair: Elleanor Consejo H. Rollan
Co-Chair: Amor Radaza
Member: Godfrey Anthony Serojales

2. In line with the upcoming celebration, all committee chairpersons and members are requested to attend the meeting on November 6, 2023, @ 8:00 a.m. (Monday) at Cagayan de Oro National High School Senior High Campus.
3. In adherence to the Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. For widest dissemination and compliance.

ROY ANGELO E. GAZO

Schools Division Superintendent

Encl: None

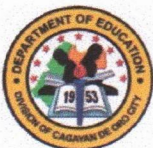
Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

EDUCATION WEEK KAGAY-AN BAHANDI AWARD

DMSA, ATB/DM – 2023 kagay-an bahandi awarding ceremony committee composition
October 26, 2023



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Committee	Roles & Responsibilities
Over All Committee	provides direction and guidance across all committees, to contribute to the efficient operation of the program
Security Committee	responsible for approving and implementing best security measures and practices
Mass Committee	Ensure the availability of the Priest, choir, readers, and altar servers
Program Committee	Creating a program plan, Building out a detailed schedule of events, monitoring the quality of implementation,
Food Committee	provides refreshments for the Seminars. Arrive 1 hour before the Seminar begins to set up and get the coffee going,
Venue Committee	Finding a venue location, The committee makes sure that all participants, including the guests, have something to eat.
Usher/Usherette	Greets patrons and assists them in finding their seats. Assists guests with locating exits and amenities such as restrooms and concession areas. Ensures that aisles, walkways, and designated seating areas are clear, clean, and safe.
Guest Speakers	Recommend quality speaker. Hand in, and deliver the invitation to the chosen speaker
Hall Preparation	Ensure the availability of the stage Directs the proper location of the lights, chairs, LED Wall TVs
Registration & Secretariat Committee	Plans and runs the event registration, prepares the list of all participants, secures the attendance of all participants, and gives certificate of appearance
Solicitation & Prizes Committee	Generates resources for the event



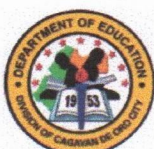
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ICT Committee/ Documentation Committee	Ensures the availability of Internet access in the venue. Prepare the photos of the awardees Gathers, takes photos and videos
Awards & Certificates, Program Presentation Committee	Maintain awareness of all awards presented, Receive and review materials submitted for awards, Prepare the plaques, certificates to all awardees,
Communication/Invitation Committee	Prepares, and drafts all communication to all concerned invited guests
Medical Committee	manage medical treatment and provide ongoing care
Finance Committee	Review and approve the budget
Decoration Committee	Creating a Decorating Plan. Identifying needed supplies. Identifying where products can be purchased. Purchasing products. Making, building, and creating decorations. Decorating.
Monitoring & Evaluation Committee	designing, developing, and implementing strategies to measure the effectiveness of programs and services
Games Committee	Prepares games for fun and excitement during the event



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