



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



Office of the Schools Division Superintendent

07 August, 2024

DIVISION MEMORANDUM
No. Se1 s. 2024

**FIRST COMMITTEE MEETING WITH THE TECHNICAL WORKING GROUP FOR
THE UPCOMING WORLD TEACHER'S DAY CELEBRATION**

To: Technical Working Committees
This Division

1. Please be informed that the First Technical Working Group Meeting is scheduled at SDS Lounge, Division Office, Cagayan de Oro City on August 9, 2024, at 9:00 a.m.
2. Planning and Coordination Committee with the other Committee Chairpersons and Co-chairpersons (please refer to the attached list) are required to attend the upcoming meeting. During this meeting, the duties, responsibilities, identification of members and initial planning for each committee will be thoroughly discussed. Your presence and participation are crucial.
3. This office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent

Encl: NONE

Reference: NONE

To be indicated in the Perpetual Index
Under the following subjects:

WORLD TEACHERS DAY

MCTG/DM- first twg meeting for world teachers' day
August 7, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044
Email Address: cagayandeoro.city@deped.gov.ph

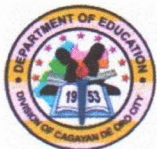


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

WORLD TEACHER'S DAY
"The Transformation of Education begins with Teachers"
September 30, 2024
Limketkai Atrium
Cagayan de Oro City

COMMITTEE ROLE	PERSON INVOLVED	DUTIES AND RESPONSIBILITIES
Planning and Coordination	Chairperson: Roy Angelo E. Gazo – SDS Co-Chair: Audie S. Borres – ASDS Members: Rosalio R. Vitorillo – SGOD Chief Jean S. Macasero – CTD Chief Romeo B. Aclo – Asst. SGOD Chief Jinky M. Arnejo – Asst. CTD Chief Arnel A. Calubag, CPA – Accountant III Romiel S. Vallente – Administrative Officer V Derrold Marl S. Aves – SEPS Risa Bea Socorro M. Borres – AO V Mary Caress Tagud Galono – EPS II	- Develop a detailed plan for the World Teachers' Day celebration, including the schedule, venue, and activities. - Coordinate with different stakeholders, such as schools, educational institutions, government agencies, and sponsors.
Finance and Budget Management	Chairperson: Arnel A. Calubag, CPA – Accountant III Co-Chair: Romiel S. Vallente – Administrative Officer V	- Prepare a budget for the event, including estimates for expenses such as venue rental, materials, and promotional activities. - Secure funding or sponsorships to cover the costs of the celebration.
Protocol Officer, Invitation and Token of guests (Local to National)	Chairperson: Charlyn S. Baylon – PSDS East II Co-Chair: Charice May D. Reciña-Cebrian – Administrative Asst. III Members: PSDS and EPS	Coordinating Guest Engagement and Recognition: - Manage the invitation process for local to national guests, ensure proper protocol is followed, and organize the preparation and presentation of tokens of appreciation to honor and acknowledge their participation in the event.



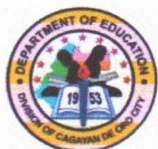
Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044
Email Address: cagayandeoro.city@deped.gov.ph



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

Office of the Schools Division Superintendent

Letter of Communication and Invitation	Chairperson: Phoebe W. Taruc – EPS English Co-Chair: January Gay T. Valenzona – EPS - VE	- Prepare and send formal letters and invitations to guests and participants, ensuring clear communication of event details and effectively managing responses and inquiries.
Program Development	Chairperson: Mary Caress Tagud Galono – EPS II Co-Chair: Risa Bea Socorro M. Borres – AO V / Jerly H. Eluna – EPS – MAPEH Members:	- Design the program for the event, including keynote speeches, presentations, and performances. - Arrange for guest speakers, presenters, and performers. - Testing and Rehearsals. Conduct thorough testing of all technical systems before the event. - Facilitate rehearsals for speakers and performers to ensure they are comfortable with the technical setup.
Technical Support	Chairperson: Ninia Marie A. Estillore Co-Chair: James Roberto Z. Sijo – Information Technology Officer 1	- Coordinate with other teams, such as the Program Committee, to understand their technical needs and ensure all requirements are met. - Provide technical assistance during the event for any issues that may arise with equipment or software. - Be on standby to address any technical difficulties quickly and efficiently. - Ensure that all technical installations comply with safety standards and regulations.
Audio-Visual Setup	Chairperson: Wilfredo L. Belono Jr. – TIII / SIC Co-Chair: Christian Daohog - IT	- Arrange and manage all audio-visual equipment, including microphones,



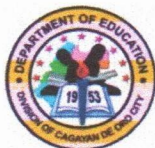
Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044
Email Address: cagayandeoro.city@deped.gov.ph



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

Office of the Schools Division Superintendent

		speakers, projectors, and screens. - Ensure that all presentations and multimedia content are compatible with the equipment and run smoothly during the event.
Live Streaming and Recording	Chairperson: Mark Edward D. Olango - IT Co-Chair: Ivan Gaspar - IT	- Arrange for live streaming of the event if required, ensuring a smooth online broadcast. - Manage the recording of the event for future reference or distribution.
Sponsorship, Prizes and Token Committee	Chairperson: Romeo B. Aclo – Asst. SGOD Chief Co-Chair: Janry B. Colonia – EPS II	Securing Support and Managing Awards: - Obtain sponsorships and donations to fund the event, coordinate the selection and distribution of prizes and tokens for participants and sponsors, and ensure that all contributions are acknowledged and utilized effectively.
Awards, Certificate and Plaque Committee	Chairperson: Roy H. Lumban – SEPS Co-Chair: Loredelle L. Tacandong – PDO I / Beverly Nicolasora – SEPS Member: Noelfred Balarote – AA VI	Organizing and Executing the Awards Process: - Develop criteria, select recipients, and coordinate the presentation of awards to recognize and honor outstanding personnel achievements at the event. Here's a summary of the Certificate and Plaque Committee's responsibilities in one main task: Designing and Distributing Recognition Items: - Create, produce, and distribute certificates and plaques to recognize and honor individuals or groups, ensuring accurate



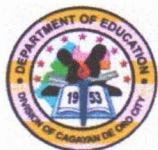
Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044
Email Address: cagayandeoro.city@deped.gov.ph



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

Office of the Schools Division Superintendent

		information and timely delivery.
Promotion and Publicity	Chairperson: Jairus John M. Gochuco – PDO II Co-Chair: Nida Mandawe - IT / Ryan Roa – South City Central	- Develop and implement a publicity plan to promote the event to the target audience. - Create promotional materials, such as teasers, posters, flyers, and social media content.
Registration & Participant Engagement	Chairperson: Alvic Marie S. Francisco Co-Chair: Lea Neneria – AA VI Member: Jewilyn Jomoc - SA	- Coordinate the registration and participation of attendees, including teachers and other guests. - Ensure that participants are informed about the event details and schedule.
Compliance and Safety	Chairperson: Raul A. Dechosa – Principal II Co-Chair: Ryan Q. Blanco – PDO II / Juan A. Mingo – EPS TLE	- Implement safety measures to protect the health and well-being of participants.
Venue Setup	Chairperson: Ely V. Mamaclay II – Engineer III Co-Chair: Angelito U. Felisilda – PSDS / Ray O. Maghuyop – EPS Math Members: Alrose A. Veloz – Draftsman Tito P. Yongao – P II Norman A. Felisilda – HT III Rico I. Cagape – P I	- Plan and oversee the technical layout of the venue, including seating arrangements and the placement of technical equipment. - Ensure that electrical and network connections are available and functioning as needed.
Decoration Committee	Chairperson: Evelyn Q. Sumanda – EPS – Science Co-Chair: Teresita Rara – CDONHS - JHS	Designing and Implementing Event Décor. Plan and execute the overall aesthetic of the event, including selecting themes, materials, and arrangements for the venue. Ensure all decorations enhance the event's atmosphere and align with its purpose.
Video and Pictures Documentation Committee	Chairperson: Allan Guibone Co-Chair: Pat Sambaan Jr.	Capturing and Managing Event Media: - Record and photograph the event, ensuring



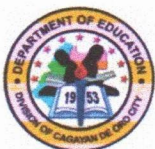
Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044
Email Address: cagayandeoro.city@deped.gov.ph



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

Office of the Schools Division Superintendent

		comprehensive coverage of key moments, and organize, edit, and distribute the media for archival and promotional purposes.
Usher, Usherettes, and Lei Maker	Chairperson: Rochelle A. Luzano - EPS Co-Chair: Carol Lorono – School Head / Ursula Janeth G. Abellanosa – HT III Members: Bob Gomez Kurt Celica A. Bacas Cristina A. Lariba – Tumpagon NHS Maricris Garcines Lady Mae D. Mendoza – Bugo NHS Leslie Jane Daroca – Mambuaya NHS Jonah Mae D. Tagnas – Mambuaya NHS Edwin O. Mamba – SIC / T III Russel Love Salungayan T I / SIC John Paul F. Pasigay – TI / SIC Joyce Carmel Martinez – West City Central Catherine T. Galvez – Island Kid of the Philippines Agustin Patlunag – PDO I	- Greet and assist guests at the event, guide them to their seats, and present leis or other tokens of welcome, ensuring a smooth and hospitable experience for all attendees.
Food Committee	Chairperson: Juliet N. Toledo – ALS Co-Chair: Marife A. Ramos – PSDS / Ignacio A. Gabule Jr. – AO IV	Planning and Managing Event Catering: - Organize and oversee all aspects of food and beverage service, including menu planning, catering arrangements, and ensuring the timely and appropriate delivery of meals and refreshments at the event.
Medical Team	Chairperson: Baldomero Mark B. Meso III – MD III Co-Chair: Jamcel A. Chacon, DDM Members: Pauline C. Angara All Nurses	Providing On-Site Health and Safety Support: - Monitor the health and safety of participants by offering first aid and medical assistance as needed, ensuring a safe environment throughout the event.
Evaluation and Reporting	Chairperson: Eleanor H. Rollan – SEPS Co-Chair: Amor A. Radaza - EPS II	- Collect feedback from participants and



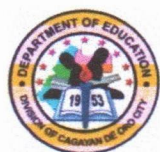
Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044
Email Address: cagayandeoro.city@deped.gov.ph



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

Office of the Schools Division Superintendent

	Members: Bellesa P. Diacoma – Asst. School Head Jess Ian O. Llagas – Teacher	stakeholders to assess the success of the event. - Prepare a report summarizing the outcomes and impact of the celebration.
--	--	--



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044
Email Address: cagayandeoro.city@deped.gov.ph