


DIVISION MEMORANDUM  
No. 15s, 2016

January 27, 2016

**13<sup>th</sup> YEAR ANNIVERSARY CELEBRATION AND  
LAUNCHING OF DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE  
EXCELLENCE (PRAISE) CUM MANAGEMENT COMMITTEE MEETING (MANCOM)**

TO: OIC – Assistant Schools Division Superintendent  
Chief - Curriculum Implementation Division  
OIC Chief - School Governance and Operation Division  
Public Schools District Supervisors  
Education Program Supervisors  
Education Program Specialist  
Division Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In commemorating the foundation of DepEd Division of Antipolo City on its 13<sup>th</sup> year anniversary dubbed as **“Thir – TEA – nth Governance”** with the theme: **Thirteen Years of Strengthening TEA Governance in Education**, this office shall conduct the following activities; Launching of Division Program on Awards and Incentives for Service Excellence (PRAISE) and Division Management Committee Meeting at San Jose National High School on February 3, 2016.
2. The events shall start with a Motorcade (see Enclosure no. 3 Rout Map of Motorcade) and Thanksgiving Mass to be held at San Jose National High School at 6:30 in the morning followed by Management Committee Meeting (MANCOM), Launching of Division Program on Awards and Incentives for Service Excellence (PRAISE) and Division of Antipolo City 13<sup>th</sup> Year Anniversary Celebration in the afternoon (Please see enclosure no. 2 Program of Activities).
3. The participants to the events are the OIC – Assistant Schools Division Superintendent, Chief, Curriculum and Implementation Division (CID), OIC – Chief, School Governance and Operation Division (SGOD), Public Schools District Supervisors, CID personnel, SGOD personnel, Division Unit Heads, All Elementary and Secondary School Heads and Division Office Staff, selected pupils/students and teachers of San Isidro Elementary School and San Jose National High School.
4. To ensure the smooth conduct of the activities, Executive and Working Committees were organized (Enclosure no. 1).
5. Relative to this, there will be a **meeting** of all Working Committee Chairmen, Vice Chairmen and Members on **January 30, 2016 (Saturday) 12:00NN** at Bagong Nayon – IV Elementary School.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.



**DR. ROMMEL C. BAUTISTA, CESO VI**  
Schools Division Superintendent



Enclosure No. 1 to the Division Memorandum No. 15s, 2016

**EXECUTIVE COMMITTEE**

- Chairperson - **DR. ROMMEL C. BAUTISTA, CESO VI**  
Schools Division Superintendent
- Vice - Chairperson - **MRS. DORIS DJ. ESTALILLA**  
OIC- Assistant Schools Division Superintendent
- **DR. LUISITO F. DIEGO**  
Chief – Curriculum and Implementation Division
- **MR. ANSELMO C. CELESTE JR.**  
OIC – Chief School Governance and Operation Division
- Members - School Governance and Operation Division Personnel  
Curriculum and Implementing Division Personnel  
Public Schools District Supervisors  
Albeno L. Del Monte Jr. SEPS – Soc. Mob.

**WORKING COMMITTEES**

COMMITTEE	CHAIRPERSON	VICE-CHAIRPERSON	MEMBERS	TERMS OF REFERENCES
Registration	Mr. Alfonso L. Abogado SEPS – Planning and Research	Mrs. Myra B. Villareal EPS – I – Planning and Research	Mrs. Elizabeth Ruiz  Mrs. Nowena Ganit Clerk	<ul style="list-style-type: none"> <li>In-charge of attendance</li> <li>Ensures that participants are registered</li> <li>Prepares registration / attendance sheets</li> </ul>
Programs and Invitation	Mrs. Arlene L. Tayona SEPS – Human Resource and Development	Mrs. Jenny C. Casauay Principal	Mr. Rene Agluba Administrative Aide – VI  Mr. Raymond Villaraza Clerk	<ul style="list-style-type: none"> <li>In-charge of opening and closing program</li> <li>Ensures that all parts of the programs are well planned and discussed which includes assignments of people in all parts of the program</li> <li>Distribute programs and invitation to all concerns especially the guests</li> <li>In-Charge of the Division PRAISE Launching</li> </ul>



Documentation	Mr. Lito A. Palomar Education Program Supervisor - SGOD	Ms. Gayle J. Malibiran EPS – II – Human Resource and Development	Ms. Anlyn B. Japay Administrative Aide – VI	<ul style="list-style-type: none"> <li>Documents the events</li> <li>Prepare minutes of the MANCOM including open forum</li> </ul>
Mass	Dr. Luisito F. Diego Chief – Curriculum and Implementation Division	Mrs. Dolores J. Agong Education Program Supervisor	Mrs. Maria Florabel M. Tolentino Project Development Officer - II	<ul style="list-style-type: none"> <li>Coordinate with mass celebrator persons concerned</li> <li>Prepares all materials needed for the mass (flowers, table, table cloth, candle and others)</li> </ul>
Food and Refreshments	Mrs. Isabel L. Gonzales SEPS – Monitoring and Evaluation	Mrs. Melanie F. Burgonia Education Program Supervisor	Public Schools District Supervisors	<ul style="list-style-type: none"> <li>Oversees foods to be served for snack, lunch and afternoon snack</li> <li>Coordinates with the caterer and persons regarding food.</li> </ul>
Physical Arrangement and Stage Decoration	Mrs. Rizalvy S. Pineda EPS – II – Cosial Mobilization and Networking	Mr. Noel C. Meriño Project Development Officer – II	Mr. Tito A. Cabacaba Principal – II San Isidro Elementary School	<ul style="list-style-type: none"> <li>Prepares backdrop, tarpaulin and other decorations to used during the events (Mass, Launching and MANCOM) Flag Plants Etc.</li> </ul>
Accommodation	Mrs. Flodeliza O. Mendiola EPS –II – Monitoring and Evaluation	Mrs. Christine T. Coronado Administrative Officer – IV Personnel Section	Ms. Angelita F. Doyola Administrative Aide – VI  Mrs. Nenita P. Talagtag Administrative Aide - I	<ul style="list-style-type: none"> <li>Check completeness of chairs and tables as needed and equipments to be used during Mass, Launching and MANCOM</li> <li>Assign Markers for sitiing arrangement</li> </ul>
Technical Committee	Mr. Roy Benson Information Technology – I ICT Unit	Mr. Michael P. Glorial Administrative Officer - IV Property and Supply Section	San Jose National High School ICT teachers	<ul style="list-style-type: none"> <li>In-charge of video presentation during MANCOM, Launching and Mass</li> <li>Check the sounds system, laptop and ICT equipments to be used</li> </ul>
Finance	Mrs. Raquel F. Esguerra Accountant - III	Mr. Ragaam V. Dela Cruz Administrative Officer – V Budget Section	Mr. Gavino S. Francisco Administrative Officer – IV Cash Section	<ul style="list-style-type: none"> <li>In-charge of payment to the caterer</li> <li>Liquidate funds for the events celebration</li> <li>In-charge of the Prizes</li> </ul>
Motorcade	Engr. Madel D. Versola Engineer - III	Mr. Ronaldo I. Ata Principal – II San Isidro National High School	Mr. Martin Rumbaoa Principal – Nazarenville Elementary School	<ul style="list-style-type: none"> <li>Ensure the smooth flow of the Motorcade</li> <li>Coordinate with the OPSS of the City</li> </ul>
Fun and Games Entertainment	Mr. Lolito A. Makiramdam Education Program Supervisor MAPEH	Mr. Reynaldo M. Andrade Jr. Education Program Supervisor Filipino	Dr. Corazon S. Laserna Principal – IV San Jose National High School	<ul style="list-style-type: none"> <li>In-charge of the Fun-games in the celebration and Entertainment</li> </ul>



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LAUNCHING OF DIVISION PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) CUM  
MANAGEMENT COMMITTEE MEETING (MANCOM)**

**PROGRAM OF ACTIVITIES**

<b>Part – I</b>	<b>Motorcade .....</b>	<b>6:30 am</b>
<b>Part – II</b>	<b>Registration.....</b>	<b>7:30am – 8:00am</b>
<b>Part – III</b>	<b>Eucharistic Mass Celebration.....</b>	<b>8:00am, - 9:00am</b>
<b>Part – IV</b>	<b>Opening Program.....</b>	<b>9:00am – 11:00am</b>
	A. National Anthem -	<b>Mr. Lolito A. Makiramdam</b> Education Program Supervisor - MAPEH
	B. Prayer -	<b>Mrs. Dolores J. Agong</b> Education Program Supervisor - Science
	C. CALABARZON March - Mabuhay Rizal Antipolo Hymn	<b>Mr. Lolito A. Makiramdam</b>
	D. Welcome Remarks -	<b>Mr. Frederick B. Vallinas</b> Administrative Officer V
	E. Acknowledgement of Participants -	<b>Mrs. Victorina R. Yuson</b> Public Schools District Supervisor
	F. Opening Remarks -	<b>Dr. Rommel C. Bautista, CESO VI</b> Schools Division Superintendent
	G. Statement of Purpose -	<b>Mrs. Doris DJ. Estalilla</b> OIC- Assistant Schools Division Superintendent
	H. Intermission Number -	San Jose NHS Dance Troupe
	I. Inspirational Message -	<b>Hon. Rebeca "Nini" Ynares</b> Governor, Rizal Province  <b>Hon. Roberto V. Puno</b> Congressman 1 <sup>st</sup> District  <b>Hon. Romeo Acop</b> Congressman 2 <sup>nd</sup> District  <b>Hon. Casimiro A. Ynares III, MD</b> City Mayor
	J. Intermission Number -	San Jose NHS Dance Troupe
	K. Keynote Speaker -	<b>MR. JACINTO C. MATEO, III</b> Director II CSC Rizal Field Office
	L. Intermission Number -	San Jose National High School Dance Troupe
	M. Division PRAISE Launching -	<b>Mrs. Arlene L. Tayona</b> SEPS – Human Resource Development
	<b>MANCOM PROPER: .....</b>	<b>11:00am – 12:30nn</b>
	• Reading of Minutes of the Previous MANCOM -	<b>Mrs. Doris DJ. Estalilla</b> OIC-ASDS
	• SDS Hour -	<b>Dr. Rommel C. Bautista, CESO VI</b> Schools Division Superintendent
	• Updates/Reminders -	Office of the ASDS SDO Unit Heads Curriculum and Implementation Division School Governance and Operations Division Schools Division Office
	• Other Matters	
<b>Part V – Lunch .....</b>		<b>12:30nn – 1:30pm</b>
<b>Part VI – Fun games, Entertainment, Celebration .....</b>		<b>1:30pm – 5:00pm</b>
	- District Presentation	
	- Games	
<b>Part VII – Closing Remarks</b>	-	<b>Mr. Anselmo C. Celeste Jr.</b> OIC – Chief, SGOD



