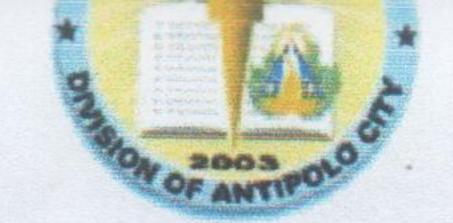


### Region IV-A CALABARZON Division of Antipolo City



DIVISION MEMORANDUM No. 15 s, 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)

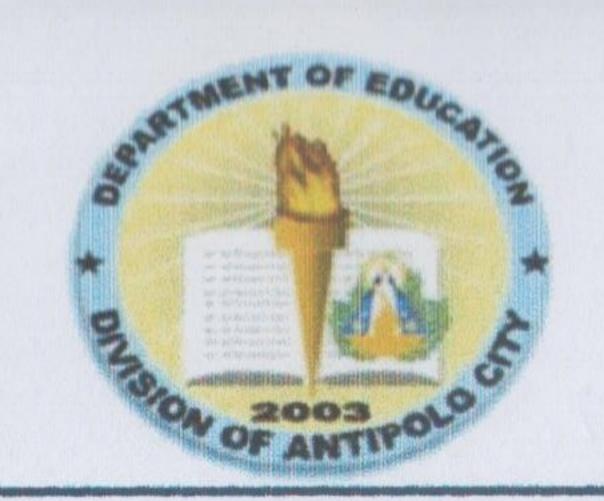
TO: OIC – Assistant Schools Division Superintendent
Chief - Curriculum Implementation Division
OIC Chief - School Governance and Operation Division
Public Schools District Supervisors
Education Program Supervisors
Education Program Specialist
Division Unit Heads
Public Elementary and Secondary School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



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Antipolo City



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

#### **EXECUTIVE COMMITTEE**

Chairperson

Vice - Chairperson

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

- 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

- School Governance and Operation Division Personnel
Curriculum and Implementing Division Personnel
Public Schools District Supervisors
Albeno L. Del Monte Jr. SEPS – Soc. Mob.

Members

#### **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> <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> <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. Analyn B. Japay Administrative Aide – VI	<ul> <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	Education Program Supervisor	Mrs. Maria Florabel M. Tolentino Project Development Officer - II	and others)
Food and Refreshments	Mrs. Isabel L. Gonzales SEPS – Monitoring and Evaluation	Mrs. Melanie F. Burgonia Education Program Supervisor	Public Schools District Supervisors	<ul> <li>Oversees foods to be served for snack, lunch and afternoon snack</li> <li>Coordinates with the caterer and persons regarding food.</li> </ul>
	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	Prepares backdrop, tarpaulin and other decorations to used during the events (Mass, Launching and MANCOM)     Flag     Plants     Etc.
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> <li>Check completeness of chairs and tables as needed and equipments to be used during Mass, Launching and MANCOM</li> <li>Assign Markers for siting arrangement</li> </ul>
Technical Committee	Mr. Roy Benson Information Technology – I ICT Unit	Mr. Michael P. Glorial	San Jose National High School ICT teachers	<ul> <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> <li>In-charge of payment to the caterer</li> <li>Liquidate funds for the events</li> <li>celebration</li> <li>In-charge of the Prizes</li> </ul>
Motorcade	Engr. Madel D. Versola Engineer - III	Mr. Ronaldo I. Ata Principal – II San Isdiro National High School	Mr. Martin Rumbaoa Principal – Nazarenville Elementary School	<ul> <li>Ensure the smooth flow of the</li> <li>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	In-charge of the Fun-games in the celebration and Entertainment

## 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)

#### PROGRAM OF ACTIVITIES

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

