



23 January, 2015

DIVISION MEMORANDUM

No. 14 s. 2015

**A BOUNTHREEFUL OF BLESSINGS FOR DEPED ANTIPOLO CITY
(12TH ANNIVERSARY, LAUNCHING OF DIVISION/SCHOOLS' WEBSITE AND
MANAGEMENT COMMITTEE MEETING)**

TO: OIC-Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisor
All Public Elementary and Secondary School Heads/Principals/TICs/OICs
All Unit Heads
All Others Concerned

1. In pursuance of RA 9155 section 5 Principles of Shared Governance, Open Channels of Communication and commemorating the 12th year anniversary of DepEd Antipolo City, this Office shall conduct three meaningful activities dubbed as " a Bounthreeful of Blessings for DepEd Antipolo City" in two venues, San Isidro Elementary School (Thanksgiving Mass, 7:30 AM) and First Asia Pacific Development Center (Launching of Website and MANCOM, 9:45 am) on February 3, 2015 at specified time stated herein.
2. The events shall start with a Thanksgiving Mass to be held at San Isidro Elementary School at 7:30 in morning then followed by Launching of Division and School websites and MANCOM both to be conducted at First Asia Pacific Development Center (FAPDC) from 9:45 AM onwards. Snacks including lunch and afternoon snack will be served at FAPDC.
3. The participants to these events are the OIC-Assistant Schools Division Superintendent, Education Program Supervisors, District Supervisor and Coordinators, Division Unit Heads, Elementary and Secondary School Heads and selected office staff.
4. To ensure the smooth conduct of these activities, working committees were organized (Enclosure no. 1) and program was also enclosed (Enclosure no. 2).
5. Immediate and wide dissemination of this Memorandum is earnestly desired

DR. MERTHEL M. EVARDOME
Acting Asst. Schools Division Superintendent
OIC-Office of the SDS

EXECUTIVE COMMITTEE

Chairperson **DR. MERTHEL M. EVARDOME**
 Acting Assistant Schools Division Superintendent
 OIC-Office of the SDS

Vice Chairperson **DORIS DJ. ESTALLILA**
 OIC-Assistant Schools Division Superintendent

Members
 All Education Program Supervisors
 District Supervisor
 All Unit Heads

WORKING COMMITTEES

COMMITTEE	CHAIRPERSON	VICE-CHAIRPERSON	MEMBERS	TERMS OF REFERENCES
Registration	Dr. Luisito F. Diego	Elizabeth M. Ruiz	Melissa L. Francisco	<ul style="list-style-type: none"> In-charge of attendance Ensures that participants are registered Prepares registration / attendance sheets
Programs & Invitation	Reynaldo L. Andrade, Jr.	Dr. Corazon S. Laserna	Luningning Tapales Melissa L. Francisco	<ul style="list-style-type: none"> In-charge of opening and closing program Ensures that all parts of programs are well planned and discussed which includes assignment of people in all parts of the program Distributes programs and invitation to all concerns especially guests
Documentation	Cristina C. Salazar	Gayle Malibiran	Mark Gabion	<ul style="list-style-type: none"> Documents events (three series of events for the day) Prepare minutes of MANCOM including open forum
Mass	Merlita O. Sayago	Dolores J. Agong	Marilou Lico Eugenia Ochavo	<ul style="list-style-type: none"> Coordinates with mass celebrator persons concerned Prepares all materials needed for the mass (flowers, tables, table cloth & others) Ensures smooth flow of the mass
Food and Refreshments	Lourdes A. Tabuena	Cynthia C. Quirong	Emily Concio	<ul style="list-style-type: none"> Oversees foods to be served for snack, lunch and afternoon snack

					<ul style="list-style-type: none"> • Coordinates with the caterer and persons concern regarding food
Accommodation	Frederick B. Vallinas	Christine T. Coronado	Analyn Japay		<ul style="list-style-type: none"> • Check completeness of chairs and table as needed & equipment to be used during mass, launching and MANCOM • Assigns markers for sitting arrangement
Physical Arrangement & Stage Decoration	Lolito A. Makiramdam	Anselmo C. Celeste, Jr. Michael P. Glorial	Albeno L. Del Monte, Jr.		<ul style="list-style-type: none"> • Prepared backdrop, tarpaulin and other decoration to used during the events (Mass, Launching and MANCOM) ✓ Flag ✓ Plants ✓ Etc.
Technical Committee	Priscilla V. Salo	Alfonso L. Abogado	Roy Benson		<ul style="list-style-type: none"> • In-charge of video presentation during MANCOM & launching • Checks the sound system, laptop and ICT equipment to used
Finance	Raquel F. Esguerra	Gavino S. Francisco			<ul style="list-style-type: none"> • In-charge of payment to the venue and caterer • Liquidated funds for the three events celebrated as one.