



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS



3 FEB 2023

DIVISION MEMORANDUM  
No. 053 s. 2023

**AGUYOD FOR LEARNING CARAVAN**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to Division Memorandum No. 428, s. 2022 dated 8 July 2022 entitled *Launching of Aguyod Phase 1 for SY 2022-2023* and in support to the Learning Recovery Program of the Department of Education, this Office shall conduct the Aguyod for Learning Caravan on Monday, 6 February 2023 in Tayabas East Central School at 8:00 am.
2. There will be a gallery walk and each school is expected to prepare its Aguyod for Learning status through infographic poster which will be presented during an exhibit.
3. The Aguyod for Learning poster shall include but not limited to PPAs conducted during its implementation in the first semester. The poster shall be placed in a 3 ft by 6 ft tarpaulin.
4. Participants to this activity are Barangay LGU Officials (Chairman and Chair of the Education Committee), School Governing Council (School Head, PTA President, SPG/SSG President or SPG/SSG Adviser, external partner), LGU officials, Support Staff, EPSA, Education Program Supervisors, Chiefs of the CID and SGOD, ASDS, and SDS.
5. The members of the Technical Working Group (TWG) and the Terms of Reference are contained in Enclosure 1.
6. Immediate dissemination of this memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent 

Encl.:

As stated

Reference:

Text

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

Activities  
Learning  
Recovery



Brgy. PotoI, Tayabas City



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<https://depedtayabas.com/>

**Enclosure 1**

**TECHNICAL WORKING COMMITTEE ON THE CONDUCT OF  
AGUYOD LEARNING CARAVAN**

Overall Chairperson: NATIVIDAD P. BAYUBAY, CESO VI  
Schools Division Superintendent

Co – chairperson: ANTONIO P. FAUSTINO JR  
OIC – Assistant Schools Division Superintendent  
DR. EDWIN R RODRIGUEZ  
Chief Education Supervisor  
IMELDA C. RAYMUNDO  
Chief Education Supervisor

Committee	Persons Involve	Terms of Reference
Program Preparation/ Completion Report	Mildred Z. Galleno	<ul style="list-style-type: none"> <li>• Prepares Training Design</li> <li>• Coordinates with SEPS-HRTD on other activity requirements.</li> <li>• Prepares and submits activity completion report (ACR) to SEPS-HRTD.</li> <li>• Lead in the creation of TWG</li> </ul>
Physical Arrangement Venue Sound System Decoration Peace and Order	Jerome A. Chavez Christian J. Bables Ronan Ranillo Honesto P. Caagbay Jr. Enrique Cabuyao	<ul style="list-style-type: none"> <li>• Create Schools' based TWG</li> <li>• Prepare the gym and visitors holding area</li> <li>• Prepare sound system, simple stage décor and chair</li> <li>• Support SDO ICT</li> <li>• Provide security, traffic control and cleanliness</li> <li>• Host the program</li> <li>• Maintain cleanliness and orderliness of Venue.</li> <li>• Ensure that left-over food and used food packs are properly disposed.</li> <li>• Ensure that comfort room have enough supply of water.</li> <li>• Monitor the compliance to no littering, no smoking, no drinking and no gambling policies in the different venues</li> <li>• Coordinate with the host school on the following <ul style="list-style-type: none"> <li>○ Provide and maintain security and protection to all the attendees</li> <li>○ Maintain peace and order and discipline in the venue</li> <li>○ Designate areas for parking zones for vehicles</li> <li>○ Provide security escort for VIP</li> </ul> </li> </ul>
Attendance / Registration	Generosa F. Zubieta Teofila Ocumin Jean Rose Rabano Nicole May Lagar	<ul style="list-style-type: none"> <li>• Ensure that registration, meal and attendance sheets are properly and completely accomplished.</li> <li>• Provide necessary support to participants</li> </ul>





Program / Invitation	Sancho C. Calatrava Montano Agudilla Jr	<ul style="list-style-type: none"> <li>• Prepare and lead in the distribution of program of invitation to all guest</li> <li>• Prepare program of invitation</li> <li>• Serve as floor director and provide direction to technical Staff</li> <li>• Design program invitation (For SDS Approval</li> <li>• Assists the chairperson in the conduct of the activity</li> </ul>
Foods	Louie L. Fulleo Sherwin C. Quesea Joyce Ann Limbo	<ul style="list-style-type: none"> <li>• Ensure preparation and distribution of food and drinks</li> </ul>
QAME	Joan Kathleen Talabong	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs an L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Over-all L&D Management including (Logistics)	Luzviminda Saldares	<ul style="list-style-type: none"> <li>• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>• Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> <li>• Oversees the cleanliness, sanitation, and orderliness in the venue.</li> <li>• Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.</li> </ul>
Medical/First Aid	Alilie Padillo Mariles Ferro Lailanie Omlas	<ul style="list-style-type: none"> <li>• Ensure observance/compliance of health protocols including but not limited to conduct of Triage.</li> <li>• Administer first aid and health services during the event.</li> <li>• Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.</li> </ul>
Support Staff/s / Photo Documentation	ICT Boys Philip Nerius D. Mabilin Rolando D. Abrigo	<ul style="list-style-type: none"> <li>• Manage all the presentation</li> <li>• Capture Photos during the Event</li> </ul>
Certificate and Appearance	Joseph Jay Aureada Michael Leanard Lubiano	<ul style="list-style-type: none"> <li>• Confirm number of participants for the provision of foods and preparation of venue.</li> <li>• Prepare and print certificates of appreciation /recognition with jacket</li> <li>• Coordinate and request materials to supply office</li> <li>• Lead the distribution of certificate.</li> </ul>



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Documentation	Richelle F. Quintero Marvin Rosales	<ul style="list-style-type: none"><li>✓ Document the activity from the opening until the closing program</li><li>✓ Prepare and submit complete report including photos taken (Narrative Report) two weeks after the event</li><li>✓ Publish news article online at DepEd Tayo Tayabas</li><li>✓ Prepare script for Aguyod Learning story</li></ul>
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