



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

07 FEB 2023

## DIVISION MEMORANDUM

No. 063 s. 2023

**MAIGTING NA AGUYURAN TUNGO SA BANSANG MAKABATA AT  
 BATANG MAKABANSA**

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

1. In reference to **Basic Education Development Plan (BEDP) 2023**, the **Regional Education Development Plan (REDP) 2023 – 2028** and the **Division Basic Education Development Plan (DEDP) 2023 - 2028**, this Office announces the conduct of culminating activity for Aguyod Mid-year Accomplishment on February 10, 2023, 8:30a.m. at TECS Enverga gym.
2. The activity aims to strengthen the commitment to quality learning recovery, learning acceleration amidst various circumstances and sustain partnership with stakeholders.
3. Participants are the School Heads, School PTA Officers, Schools and Division Stakeholders and select Division Personnel.
4. Schools are encouraged to prepare booth showcasing the Aguyod LRP accomplishments through the tarpaulin display of programs, projects and activities, ESIP/AIP to generate support and SRC flyers/brochures for the advocacy of PPAs.
5. Attached is Enclosure 1 – Technical Working Group.
6. For more information or queries, you may contact the focal person of Social Mobilization and Networking Unit at (+63) 908-1345495.
7. Immediate dissemination of and strict compliance to this Memorandum is directed.

For:

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

By:

**ANTONIO P. FAUSTINO, JR.**

OIC – Assistant Schools Division Superintendent



Brgy. Potol, Tayabas City



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**Enclosure 1**

**Technical Working Committee on the Conduct of Maigting na Aguyuran**

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 Involved	Terms of Reference
Program Preparation/ Completion Report	Montano L. Agudilla Jr.	<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 Sancho Calatrava Michael Leonard Lubiano Joseph Jay Aureada Sherwin Quesea Mildred Galleno Louie Fulleo	<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 Ma. Jobelle Malijan Grashiela Hernandez	<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	Joan Kaye T. Brizuela Montano Agudilla Jr. Luzviminda Saldares	<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> </ul>



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		<ul style="list-style-type: none"> <li>Design program invitation (For SDS Approval)</li> <li>Assists the chairperson in the conduct of the activity</li> </ul>
Foods	Maria Corazon Borbon Nicole May Lagar John Frederick Mendoza	<ul style="list-style-type: none"> <li>Ensure preparation and distribution of food and drinks</li> </ul>
QAME	Joan Kaye T. Brizuela	<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> </ul> <p>Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</p>
Over-all L&D Management including (Logistics)	Luzviminda Saludaes	<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 Neri 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>
Documentation	Richelle F. Quintero ICT team	<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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