



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

29 May 2023


DIVISION MEMORANDUM

No. 256 s. 2023

**DIVISION EDUCATION SUMMIT CUM IKA-PITONG PIGING  
NG PASASALAMAT**

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 pursuant of the Republic Act No. 8525, titled **An Act Establishing an "Adopt-a-school Program," Providing Incentives Therefor, and for Other Purposes** also known as **Adopt-a-School Act of 1998** and with the aim to recognize the exemplary support of stakeholders to the division and the schools, this office announces the conduct of the **Division Education Summit Cum Stakeholders Cum Ika-pitong Piging ng Pasasalamat**.
2. The activity aims to show appreciation of the significant contributions of all the stakeholders and to present significant achievements of the division as well as its future plans.
3. Participants of the activity are the division and school major stakeholders, select SDO personnel and school heads.
4. This shall be held at **M.I. Sevilla's Resort, Domoit, Lucena City** on **June 2, 2023 at 1:00p.m. onwards**.
5. SDO personnel and school heads shall wear Filipiniana costume while the external stakeholders are free to choose between Filipiniana and semi-formal attire.
6. Expenses of the activity shall be charged to Social Mobilization and Linkages downloaded fund while travel expenses can be charged to local funds subject to the usual accounting and auditing rules and regulations of the Department of Education.
7. Immediate dissemination of this Memorandum is directed.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent



Brgy. Pitol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depeditayabas.com/>

Encl: As stated

Reference: RA 8525

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

Adopt-a-School  
Stakeholders Partnership

SGOD-Division Summit cum Ika-pitong Piging ng Pasasalamat  
None/May 29, 2023



Brgy. Pitol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depeditayabas.com/>



**Enclosure I**

**Technical Working Committee (TWC)**

2022 DIVISION EDUCATION SUMMIT CUM IKA-7 PIGING NG PASASALAMAT  
June 02, 2023

**Over all Chairperson: CELEDONIO B. BALDERAS, JR.**

**Co- chairpersons: ANTONIO P. FAUSTINO JR.**

**IMELDA C. RAYMUNDO**

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	MONTANO L. AGUDILLA JR.	<ul style="list-style-type: none"> <li>• Prepares Program Design and other Package requirements.</li> <li>• Prepares and submits activity completion report (ACR).</li> <li>• Prepares program flow.</li> <li>• Prepares invitation letter for the stakeholders</li> </ul>
Food and Refreshment	LUZVIMINDA SALUDARES	<ul style="list-style-type: none"> <li>• Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> <li>• Oversees the food and refreshment distribution.</li> <li>• Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.</li> </ul>
QAME	JOAN KATHLEEN T. BRIZUELA	<ul style="list-style-type: none"> <li>• Quality assures the activity implementation</li> <li>• Prepares evaluation tool and conduct QAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Medical/First Aid	LAILANI T. OMLAS MARILES F. CONTRERAS	<ul style="list-style-type: none"> <li>• Ensures observance/compliance of health protocols.</li> <li>• Administers first aid and health services during the event.</li> <li>• Ensure the provision of proper handling, storage and serving of foods.</li> </ul>



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Support Staff/s	FRENALYN TABERNILLA ARIEL CABUYAO	<ul style="list-style-type: none"> <li>• Manage/s unexpected system and technical glitches.</li> <li>• Acts as floor director to ensure smooth flow of the program</li> </ul>
Awards and Certificates	MARIA CORAZON BORBON NICOLE MAY LAGAR	<ul style="list-style-type: none"> <li>• Prepares certificates of appreciation for the awardees.</li> <li>• Coordinates with other TWG for the powerpoint presentation during the awarding ceremony.</li> </ul>
Attendance and Registration	TEOFILA OCUMIN ARJOY DEMANDANTE AGNES LUZADAS JOSEPH JAY AUREADA	<ul style="list-style-type: none"> <li>• Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> </ul>
Masters of Ceremony	JEAN ROSE B. RABANO SANCHO CALATRAVA	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Host the program proper</li> </ul>
Physical Arrangement	CONRADO GABARDA ENGR. JAYPEE A. ESCOBAR	<ul style="list-style-type: none"> <li>• Prepares the seat plan and physical lay-out</li> <li>• Coordinates with the provider as to floor and table set up</li> </ul>
Ushers and Usherettes	DIANAH G. TAN MICHAEL LEONARD LUBIANO JEROME CHAVEZ SHERWIN QUESEA JOSEFINA OABEL LOUIE FULLEDO	<ul style="list-style-type: none"> <li>• Welcomes and ushers all guest to their designated tables and chairs.</li> <li>• Assists guest on their needs.</li> <li>• Assists the guests during the awarding ceremony.</li> </ul>
Program Invitations	JOSEFINA OABEL GRASHIELA HERNANDEZ	<ul style="list-style-type: none"> <li>• Sends invitation letters to Division Stakeholders and other guests.</li> <li>• Conducts follow-up of the invitation.</li> </ul>
ICT Technical	MARK BRYAN VALENCIA JEROME A. JAVIN	<ul style="list-style-type: none"> <li>• Ensures that all ICT equipment to be used are functional.</li> <li>• Coordinates with other TWG for the powerpoint presentation during the awarding ceremony.</li> <li>• Ensure/s that sound system and projectors are properly set up.</li> </ul>



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

Documenter	JOAN KATHLEEN T. BRIZUELA JEANETTE BUERA JOHN FREDERICK MENDOZA	<ul style="list-style-type: none"> <li>• Prepares and submits activity completion report</li> <li>• Documents the activity implementation</li> <li>• Take/s pictures from the opening until closing programs.</li> </ul>
Budget and Finance	BENJAMIN MILLARES AGNES LUZADAS	<ul style="list-style-type: none"> <li>• Review documents of the proposed budget.</li> <li>• Prepare financial statement of the expenses incurred.</li> <li>• Provides TA to the liquidation process.</li> <li>• Determines the amount of Payment.</li> </ul>
Supplies	JOYCE ANNE LIMBO	<ul style="list-style-type: none"> <li>• Ensures availability of supplies needed at least three days before the conduct of the event.</li> <li>• Coordinates with the supplier to ensure on-time delivery of supplies.</li> </ul>





**Enclosure II**

**Programme of Activities**

<b>Time</b>	<b>Activity</b>	
1:00 – 2:00	Registration and Arrival of Participants	
2:00 – 2:15	Processional	
2:15 – 2:30	Preliminaries <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• CALABARZON March</li> <li>• Tayabas Hymn</li> </ul>	AVP
2:30 – 2:40	Welcome Message	Antonio P. Faustino Jr. OIC- ASDS
2:40 – 2:50	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
2:50 – 3:30	Intermission Numbers	Paladian Dance Ensemble Paladian Singers
3:30 – 3:50	Division Accomplishment Report and Future Plans	Celedonio B. Balderas Jr. Schools Division Superintendent
4:20 – 4:30	Commitment of Support	Gov. Helen Tan Cong. Mark Enverga Mayor Lovely Reynoso
4:30 – 4:50	Awarding of Certificates <ul style="list-style-type: none"> <li>a. School's Stakeholders</li> <li>b. Division Stakeholders</li> </ul>	Celedonio B. Balderas Jr. Schools Division Superintendent  Antonio P. Faustino Jr. OIC- ASDS  Edwin R. Rodriguez CID – Chief  Imelda C. Raymundo SGOD – Chief  Conrado C. Gabarda Administrative Officer V
4:50 – 5:00	Commitment Signing	
5:00 – 6:00	Dinner	



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>