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

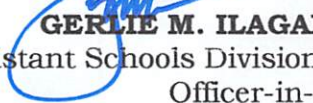
12 JUN 2021

DIVISION MEMORANDUM
No. 294 s. 2021

DEPED TAYABAS CITY PARTNERSHIP SUMMIT

To: Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In compliance with Republic Act 8525 also known as Adopt-A-School Program and DepEd Partnership Framework Processes include recognition and stakeholders' thanksgiving as a vital part of the partnership cycle to sustain and create strong partnership with the community. This lead the City Schools Division of Tayabas City to conduct DepEd Tayabas City Partnership Summit on July 16, 2021 via DepEd Tayabas City Facebook Page and DepEd Tayo Tayabas City at 8:30 AM.
2. This activity aims to acknowledge and showcase sustained partnership projects with selected partners as well as to forge new partnership which will provide technical assistance to schools on how to do the same.
3. Participants to this activity are the SDO Personnel, school heads, coordinators, PTA and stakeholders who are advised to accomplish the registration link at tinyurl.com/SDOTayabasPartnershipSummit21.
4. Attached are enclosures 1-3, the program, layout of the printable commitment signing template and List of Technical Working Group/TOR.
5. Immediate dissemination of this memorandum is desired.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Enclosure 1: Program

Part I – Opening Program	
National Anthem	AVP
Prayer	
DepEd Tayabas March	
Acknowledgement of Participants	CONRADO C. GABARDA Administrative Officer V
Welcome Remarks	ANTONIO P. FAUSTINO Jr. OIC-Assistant Schools Division Superintendent
Statement of Purpose and Objectives	EDWIN R. RODRIGUEZ, EdD Chief ES, SGOD
Message	GERLIE M. ILAGAN CESO VI Assistant Schools Division Superintendent OIC, Office of the Schools Division Superintendent
Part II – Summit Proper	
Division Partnership Journey	AVP
BIR Revenue Regulations No. 10-2003	CAROLINE LABRAGUE PDO II, External Partnership Services
Partnership Journey BRGY. MATEUNA	LEA A. COSICO School Head TWCS II
Partnership Journey ALS/SPED	MILDRED Z. GALLEN Education Program Supervisor
Partnership Directions and Project Launching	JOAN KATHLEEN T. BRIZUELA Education Program Specialist II
Message of Support	Stakeholders and Partners
Vote of Thanks	IMELDA C. RAYMUNDO Chief ES, CID

NICOLE MAY R. LAGAR AND JEROME A. JAVIN
Masters of Ceremony



Brgy. Poto, Tayabas City



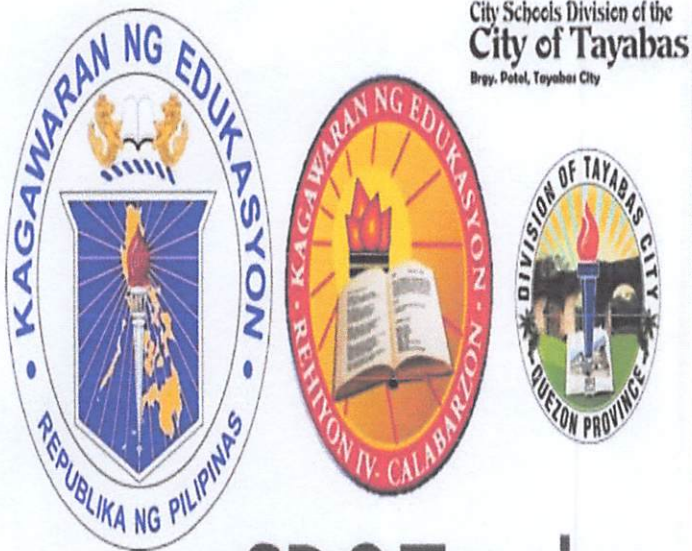
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Enclosure 2: Commitment Signing Template



SDO Tayabas Partnership Summit

Friday * 8:30 AM * July 16, 2021 via DepEd
Tayabas Facebook Page and DepEd Tayo
Tayabas City



PANGAKO NG PAGSUPORTA

Ako si _____ na _____
(Pangalan) (Posisyon)

at _____ nakatira _____ sa _____
(Tirahan)

at kapartner ng City Schools Division of the City of
Tayabas ay kusang loob na nangangakong susuporta sa
mga programa at proyekto nito.

Sa katunayan ay lumagda ako ngayong ika-16 ng Hulyo sa
ginanap na Partnership Summit ng SDO Tayabas sa
Lungsod ng Tayabas.

Pangalan at Lagda

Enclosure 3: Technical Working Group

**DepEd Tayabas City Partnership Summit
Technical Working Committee (TWC)
July 16, 2021**

Over all Chairperson: Gerlie M. Ilagan, CESO VI
Co- chairperson: Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
Program Preparation	Joan Kathleen T. Brizuela	<ul style="list-style-type: none"> Plans on the conduct of the program Prepares Training Design
Logistics and Documentation	Luzviminda E. Saldares	<ul style="list-style-type: none"> Oversees the cleanliness, sanitation, and orderliness in the venue/s. Conducts on-site inspection of the venue prior to the conduct of the scheduled activities. Document the event from the opening until the closing program. Prepare and submit complete report (narrative report) 2 days after the event.
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> Quality Assures the Activity Designs an L&D Package Prepares evaluation tool and conduct QATAME and gather feedback. Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Medical/First Aid	Dra. Connie Sia and Medical Team	<ul style="list-style-type: none"> Ensure observance/compliance of health protocols including but not limited to conduct of Triage. Administer first aid and health services during the event.
Resource Speakers/Facilitators	N/A	<ul style="list-style-type: none"> Lead/s the discussion of topics Facilitate/s workshop Attend/s engages in the debriefing sessions



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Support Staff/s	Jayron Baer and Frenalyne Tabernilla	<ul style="list-style-type: none"> • Assist in preparation of documents. • Assist in the inventory and distribution of supplies and food. • Assist in the video recording of stakeholders.
Certificate	Jerome Javin	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator/ Masters of Ceremony	Nicole May R. Lagar and Jerome A. Javin	<ul style="list-style-type: none"> • Coordinate with the Program Proponent regarding the contents and flow of the activity. • Coordinate with program in charge for program sequence. • Rehearse a day before for smooth program delivery. • Facilitate the program during recording. • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference
Utility/Physical Plant	Conrado C. Gabarda and Jayson Dalmacia	<ul style="list-style-type: none"> • Prepare and maintain cleanliness and orderliness of session hall. • Ensure that left-over food and used food packs are properly disposed. • Ensure that comfort room have enough supply of water.
Finance	Benjamin M. Millares and Agnes R. Luzadas	<ul style="list-style-type: none"> • Approve the budget. • Prepare financial statement of the expenses incurred. • Provide TA to the liquidation process. • Determine the amount of Payment.

Registration and Attendance Link	Francheska Zagala	<ul style="list-style-type: none"> • Advances distribution of registration link to the school heads. • Prints and forwards copy of registration forms and attendance to the proponent for liquidation. • Monitors and prepares the actual list of participants
ICT	Kendrick C. Cabriga Gino Abrigo Ken Manalang Phillip Nerius Mabilin	<ul style="list-style-type: none"> • Prepare the platform for the event livestreaming. • Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity. • Lead in the planning, recoding & editing of videos. <p>Prepares script and storyline for videos and AVPs.</p>
Letters, Certificate and Program	Marife R. Lagar	<ul style="list-style-type: none"> • Prepares the letters for the video scheduling of partners. • Prepares the program and certificate design for the event. • Distributes letter, programs and certificates.