



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

24 NOV. 2020

DIVISION MEMORANDUM

No. 317 s. 2020

**MEETING OF TECHNICAL WORKING GROUP MEMBERS for 2020 VIRTUAL
EDUCATION SUMMIT CUM "IKA-5 PIGING NG PASASALAMAT"**

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

1. Relative to the Mandate of the Governance of the Basic Education Act of 2001 under rules and regulations of Republic Act 9155 with principles 4 and 5 and RA 8525 of 1998 and Division Memorandum 270 s. 2020, the City Schools Division of the City of Tayabas will conduct Virtual Meeting Of The TWGs for 2020 VIRTUAL EDUCATION SUMMIT CUM "IKA-5 PIGING NG PASASALAMAT" via Google Meet on Nov. 25, 2020 from 8:30-12 noon.
2. Objective of this activity is to provide status updates and clarify issues and concerns regarding the Terms of References and expected outputs from the members of the TWGs.
3. Attached are the Enclosure 1 Meeting Flow and Enclosure 2 Technical Working Committee.
4. Immediate dissemination of this memorandum is desired.

ANIANO M. OCAYON, CESO V
 Schools Division Superintendent



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Enclosure 1: **Meeting Flow**

Time	Activity/ Topic	Facilitators and Presenters
9:00- 9:10	Virtual Meet Up	
9:10 – 9:15	Prayer	Luzviminda Saldares Education Program Specialist II
9:15- 9:20	Acknowledgement of Participants	Fideliza V. Luces SEPS/ HRTD
9:20- 9:25	Welcome Remarks	Maylani L. Galicia OIC-ASDS
9:25 – 9:30	Message	Aniano M. Ogayon, CESO V Schools Division Superintendent
9:30 onwards	Objectives of the Meeting	Dr. Edwin R. Rodriguez CES- SGOD
	Discussion of the Terms of Reference	Joan Kathleen T. Brizuela Education Program Specialist II
	Presentation of E Certificate Templates and Draft of Division Presentation	
	Suggestion for Improvements	
	Closing Remarks	Dr. Edwin R. Rodriguez CES- SGOD



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Enclosure 2: **Technical Working Committee**

TECHNICAL WORKING COMMITTEE/ TERM OF REFERENCE
2020 VIRTUAL EDUCATION SUMMIT CUM “IKA-5 PIGING NG PASASALAMAT”
Live streaming: Dec. 1, 2020

Over all Chairperson: Aniano M. Ogayon, CESO V
Co- chairperson: Maylani L. Galicia
Dr. Edwin R. Rodriguez

Committee	Chairperson/s	Terms of Reference	Date to Be Accomplished
Benjamin M. Millares and Agnes R. Luzadas	Finance	-Approves the budget. -Prepare financial statement of the expenses incurred. -Provides TA to the liquidation process. -Determines the amount of Payment.	Oct. 19, 2020 onwards
Program Preparation	Dr. Edwin R. Rodriguez Joan Kathleen T. Brizuela	-Plans on the conduct of the program -Prepare Training Design	Oct. 14, 2020 onwards
Registration and Attendance	Fideliza V. Lucas and Francheska Zagala	-Advance distribution of registration to the school heads. - In-charge of registration of guests and other stakeholders during the kick of ceremony. -Forwards copy of registration forms and attendance to the ASP coordinator for liquidation. - Monitors and prepares the actual list of participants	November 5, 2020 onwards
Presenters	Best Brigada Eskwela Magazine Nicole May R. Lagar Teofila Ocumen Best Brigada Eskwela AVP Maria Corazon A. Borbon Marife R. Lagar Small Category Elementary Edna Eclavea Dr. Christian Bables Small Category Secondary Ritchelle Quintero Benjamin A. Millares Medium Category Elementary Josefina Oabel Ermelo Escobinas	-Reading of the nominated school and announcement of the winner for Best Brigada Eskwela Implementing School during the live streaming. (Formal Attire)	Nov. 24, 2020



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	<p>Medium Category Secondary Engr. Jaypee Escobar Fideliza V. Lucas</p> <p>Large Category Elementary Dr. Joseph Jay Aureada Agnes M. Luzadas</p> <p>Large Category Secondary Mildred Z. Galleno Sherwin Quesea</p> <p>Mega Category Elementary Generosa Zubieta Dr. Jerome Chavez</p> <p>Mega Category Secondary Sancho Calatrava Georgia Talabong</p>		
ICT	<p>Kendrick C. Cabriga Jojo Oabel Marvin Rosales Gary Villaverde Gino Abrigo Phillip Nerius Mabilin</p>	<p>-Prepare the platform for the event livestreaming.</p> <p>-Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity.</p> <p>-Lead in the planning, recoding & editing of video shoot.</p>	Nov. 5- December 1, 2020
Support Staff	<p>Jayron Baer and Frenalyne Tabernilla</p>	<p>-Assist in preparation of documents.</p> <p>-Assist in the inventory and distribution of supplies and food.</p> <p>-Assist in the video recording of stakeholders.</p>	Oct. 14, 2020 onwards
Division Accomplishment Report	<p>Marife R. Lagar Francheska Zagala</p>	- Prepare Division Report Card.	Nov. 24 onwards
Documentation	<p>Medical Team with Jeanette Buera as Lead</p>	<p>-Document the event from the opening until the closing program.</p> <p>- Prepare and submit complete report (narrative report) 2 days after the event.</p>	December 1, 2020
QAME and E-certificate	<p>Maria Corazon Borbon Jerome Javin</p>	<p>-Prepare the evaluation tool and conduct M&E and gather feedback.</p> <p>-Assist in the on-line E-Certificate of the Certificate and Program Committee</p>	Nov. 24 – December 2, 2020

Letters, Certificate and Program	HRMO with Josefina Oabel as Lead	<ul style="list-style-type: none"> -Prepare the letters for the video scheduling of partners. - Prepare the program and certificate design for the event. -Distribute letter, programs and certificates. 	Nov. 5- December 1, 2020
Health Protocols	Dra. Connie Sia and Team	- Monitoring to Adherence with the minimum health standards and protocols.	Nov. 24, 2020 onwards
Masters of Ceremony	Joritz Phillip L. Cabriga Joan Kathleen T. Brizuela	<ul style="list-style-type: none"> -Coordinates with program in charge for program sequence. -Rehearse a day before for smooth program delivery. -Facilitates the program during recording. 	Nov. 24, 2020



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