



DEPED-TAY-DM-SGOD-19- 326

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS HEADS, PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS HEADS,
UNIT/SECTION
ALL OTHERS CONCERNED**

FOR : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

BY : MAYLAN L. GALICIA
OIC – Assistant Schools Division Superintendent

**SUBJECT : 2019 DIVISION EDUCATION SUMMIT CUM “PIGING NG
PASASALAMAT”**

DATE : SEPTEMBER 26, 2019

1. Relative to the mandate of the Governance of Basic Education Act of 2001 under the rules and regulations of Republic Act No. 9155 with principles 4 and 5 and the DepEd Partnership Framework Processes, this office will conduct the 2019 Division Education Summit Cum “Piging ng Pasasalamat” on October 11, 2019 at a venue to be announced later.
2. Objectives of this activity are as follows:
 - a. Provide an avenue to communicate to stakeholders the programs, projects, activities, accomplishments and status of the Division.
 - b. Recognize stakeholders and Best Implementing schools for Brigada Eskwela activities.
 - c. Showcase best practices and health advocacy campaigns.
3. Participants to this activity are a total of 300 participants broken down as follows:
 - a. 34 School heads of public schools
 - b. 16 school heads of private schools
 - c. 68 school stakeholders (2 per public school)
 - d. 9 Provincial and City Officials
 - e. 66 Brgy. Chairperson
 - f. 34 PTA Presidents
 - g. 6 SDO Unit Heads
 - h. 27 CID/SGOD
 - i. 40 Division Stakeholders



4. Pre-registration of school attendees via <https://tinyurl.com/2019SummitCumPiging> on or before September 27, 2019. All concerned school officials are reminded to adhere to the allocated number of guests per school. It is expected that there will be a 100% participation of confirmed participants.
5. Attached to this memorandum are Enclosure 1 and 2 for the program and letter template for the invitation, Enclosure 3: School Guest List Number, Enclosure 4: Barangay Confirmation Assignment and Enclosure 5: List of Technical Working Group for 2019 Division Education Summit Cum “Piging ng Pasasalamat” and their corresponding duties and responsibilities.
6. Submission of confirmation slip and soft copy of pictures not later than September 30, 2019 at 4:00 in the afternoon to Ms. Joan Kathleen T. Brizuela at the SGOD Office while certificate jackets (A4 Maroon), registration, meal attendance in 3 copies (A4) shall be submitted at the Records Section.
7. Foods and venue shall be charged against Government and Community Partnership Fund while travel expenses, certificate jackets and other supplies shall be charged against division and school MOOE subject to the usual accounting and auditing rules and regulations.
8. Attire will be Filipiniana.
9. Immediate and wide dissemination of this memorandum is desired.



Enclosure 1: Program

**2019 DIVISION EDUCATION SUMMIT CUM “PIGING NG PASASALAMAT”
PROGRAM**

PART I — ASSEMBLY.....	9:30 — 3:45
REGISTRATION	9:45 – 10:00
PART II– PROGRAM PROPER.....	10:00 – 12:00
NATIONAL ANTHEM	
OPENING PRAYER.....	
CALABARZON.....	
TAYABAS MARCH.....	AVP
WELCOME REMARKS.....	Dr. EDWIN R. RODRIGUEZ SGOD Chief
PRESENTATION OF PARTICIPANTS.....	CONRADO C. GABARDA Administrative Officer V
BANNER PROGRAM ADVOCACY	MILDRED GALLENO Education Program Supervisor
ASP/ BE ADVOCACY	JOAN KATHLEEN T. BRIZUELA Education Program Specialist II
AWARDING OF 2019 BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS	
RECOGNITION OF DIVISION AND SCHOOL STAKEHOLDERS	
FUTURE DIRECTIONS	AVP
DIVISION REPORTING	AVP
RECITAL AND SIGNING OF STAKEHOLDERS' PLEDGE OF COMMITMENT	
CLOSING REMARKS	IMELDA C. RAYMUNDO CID CHIEF



Enclosure 2: Invitation Letter

September 20, 2019

Sir/ Madam:

Greetings of Peace and Wisdom!

The City Schools Division of Tayabas City cordially invites you to the Division Education Summit cum "Piging ng Pasasalamat". Event will be on October, 11, 2019, 9:30am at a venue to be announced later.

Your role as our stakeholder is crucial in the promotion of quality basic education. Without your unending support, the future of Batang Tayabasin will be marginalized.

See you there!

CATHERINE P. TALAVERA, CESO VI

Schools Division Superintendent

CONFIRMATION SLIP☐

Will attend personally

☐

Representative will attend

Name of representative: _____

Position: _____

Contact Details: _____

Signature over Printed Name_____
Name of Organization_____
Position

Enclosure 3: School Guest List Number

GENERAL PROGRAM/ACTIVITY INFORMATION: 2019 DIVISION EDUCATION SUMMIT CUM “Piging ng Pasasalamat”	
I. Activity Dates	October 11, 2019
II. Venue	venue will be announced
III. Participants	300
1. Alsam Elem School	6
2. Bukal Elem School	6
3. Busal Elem School	4
4. Dapdap Integrated School	6
5. Domoit Elem School	6
6. East Palale Elem School	5
7. Froilan E. Lopez Elem School	6
8. Gibanga Elem School	5
9. Ilasan Elem School	6
10. Ipilan-Alitao Elem School	7
11. Kalumpang Elem School	5
12. Katigan-Alupay Elem School	7
13. Lakawan Elem School	5
14. Lalo Elem School	5
15. Lawigue Elem School	5
16. Malao-a/Calantas Elem School	6
17. Masin Elem School	5
18. Mate Elem School	5
19. North Palale Elem School	5
20. Pandakake Elem School	5
21. Poto Elem School	5
22. South Palale Elem School	5
23. Tayabas East CS	9
24. Tayabas West CS I	11
25. Tayabas West CS II	6
26. Tayabas West CS III	8
27. Tayabas West CS IV	7
28. Valencia Elem School	5
29. Wakas Elem School	5
30. West Palale Elem School	5
31. West Palale NHS	4
32. RQMNHS	5
33. Luis Palad IHS	6
34. Tayabas City Division Stand Alone	5
SDO Unit Heads	6
CID Personnel	12
SGOD Personnel	15
Division Stakeholders	40
Private School Heads	16
City and Provincial Officials	9
Chairperson	6
Total	300



Enclosure 4: Barangay Confirmation Assignment

SCHOOL NAME	BRGY.PARTNERS
ALSAM ELEM SCHOOL	Ilayang Alsam/Ibabang Alsam
BUKAL ELEM SCHOOL	Ilayang Bukal/Ibabang Bukal
BUSAL ELEM SCHOOL	
DAPDAP INTEGRATED SCHOOL	Dapdap/Ibas
DOMOIT ELEM SCHOOL	Kanlurang Domoit/Silangang Domoit
EAST PALALE ELEM SCHOOL	Silangang Palale
FROILAN E. LOPEZ ELEM SCHOOL	Isabang/Majowe
GIBANGA ELEM SCHOOL	Gibanga
ILASAN ELEM SCHOOL	Ilayang Ilasan/ Ibabang Ilasan
IPILAN-ALITAO ELEM SCHOOL	Ipilan/Alitao/Baguio
KALUMPANG ELEM SCHOOL	Calumpang
KATIGAN-ALUPAY ELEM SCHOOL	Kanlurang Katigan/Silangang Katigan/Alupay
LAKAWAN ELEM SCHOOL	Lakawan
LALO ELEM SCHOOL	Lalo
LAWIGUE ELEM SCHOOL	Lawigue
MALAO-A/CALANTAS ELEM SCHOOL	Calantas Malao-A
MASIN ELEM SCHOOL	Masin
MATE ELEM SCHOOL	Mate
NORTH PALALE ELEM SCHOOL	Ilayang Palale
PANDAKAKI ELEM SCHOOL	Pandakaki
POTOL ELEM SCHOOL	Anos
SOUTH PALALE ELEM SCHOOL	Ibabang Palale
TAYABAS EAST CS I	Ibabang Nangka/Ilayang Nangka/Angeles Zone I/ Angeles Zone 2/ Angeles Zone 3
TAYABAS EAST CS II	
TAYABAS EAST CS III	
TAYABAS WEST CS I	San Diego Zone 1/ San Diego Zone 2/ San Diego Zone 3/Angustias Zone 1/ Angustias Zone 2/San Roque Zone 1/Angeles Zone 4
TAYABAS WEST CS II	Lita/Mateuna
TAYABAS WEST CS III	Opias/Banilad/Pook/Talolong
TAYABAS WEST CS IV	Camaysa/Angustias Zone 3&4
VALENCIA ELEM SCHOOL	Valencia
WAKAS ELEM SCHOOL	Wakas
WEST PALALE ELEM SCHOOL	Kanlurang Palale
WEST PALALE NHS	
RQM NHS	Tongko
LUIS PALAD IHS	San Isidro Zone 3&4
TAYABAS CITY DIVISION STAND ALONE	Potol
CHAIRPERSON	San Diego Zone 4/ San Isidro Zone 1/San Isidro Zone 2/Ayaas/Tamlong



Enclosure 5: List of Technical Working Group

TASK LIST

RESPONSIBLE PERSON/S	COMMITTEE	TASK	DATE TO BE ACCOMPLISHED
Maylani L. Galicia ; Dr. Edwin R. Rodriguez and Joan Kathleen T. Brizuela,	Over all Chairperson and Vice Chairpersons	-Coordinates and gives technical assistance to each committee. -Maintains communication to each committee.	September 20, 2019 onwards
Benjamin Millares Agnes Luzadas	Budget/Finance	-Approves the budget. -Gives technical assistance for the liquidation process. -Determines the amount for payment.	September 20, 2019 onwards
Jaypee A. Escobar and Ermelo Escobinas	Venue, Physical Facilities (Seating Arrangements, Table Set Up), Stage Décor and Sound System	-Coordinates with the venue management. - Designate seating arrangement for 300 guests. -Prepare and submit floor plan for the event. -Check Table Set up, labels, stage décor and sound system.	September 20, 2019 onwards
Josepina Oabel and Connie Sia Medical Team and HR personnel, Ritchelle Quintero	Letters, Invitations, Newsletters Confirmation and Follow Up	-Prepares and distribute newsletter, invitations and certificates. -Secure confirmation slips for Division stakeholders and guests. - Follow up call on confirmed participants. -List down representatives and contact details in case of substitution.	September 20, 2019 onwards
Leonora De Rama, School Heads, Joan Kathleen T. Brizuela and Fideliza V. Lucas	Usher/ Usherettes	-Welcome VIP Guest and ushers them to their designated seat - Takes charges of lei and its distribution to the VIP guest.	September 20, 2019 onwards
Kendrick Cabriga and Luzviminda Saldares	Documentation/ ICT	-Takes pictures and provides narrative report of the event. -Submit accomplishment report of the event. - Take charge of AVP, ICT set up and presentations.	September 20, 2019 onwards
Marife Lagar , Mildred Galleno, and Jerome Javin	Program and Division RC.	-Prepare Division Report Card approved by the SDS. - Present Division RC to Top Management before the actual date for finalization.	September 20, 2019 onwards
Generoza Zubieta, Joan Kathleen T. Brizuela, Fely Ocumen, Ritchelle Quintero, Louie Fulleo, Dr. Joseph Jay Aureada and Records Section	Registration	-Coordinate with school heads for list of participants per school. (List c/o ASP Division Coordinator) - Receives registration from school head and counter check list of attendees per school (Records) -Submit registration forms in 3 copies for liquidation. Assists the VIP guests in signing all the needed documents.	September 20, 2019 onwards

Conrado Gabarda and Admin Staff	Leis	<ul style="list-style-type: none"> -Checks the attendees during the event. - Prepares leis for the event. 	September 30, 2019 onwards
Dr. Christian Bables, Sherwin Quesea, Georgia Talabong, Sancho Calatrava, Pelagia Manalang, Camille Bargo, Joritz Cabriga, Eric Cuarto, Saraya Ambas and Edna Eclavea	Certificates and Plaque	<ul style="list-style-type: none"> -Prepares certificates templates approved by the SDS. -Coordinate with school head for soft copies of pictures of the awardees. -Receives, labels and distribute certificates holders from school heads to awardees. - Arrangement of certificate and provision of master list. - Synchronization of master list and awardees on stage 	September 20, 2019 onwards
Joritz Cabriga and Joan Kathleen T. Brizuela	Masters of Ceremony	<ul style="list-style-type: none"> - Draft script according to program flow. - Take charge of the program flow and program proper. 	September 20, 2019 onwards
Maylani L. Galicia, Dr. Edwin R. Rodriguez, Conrado Gabarda and Maria Corazon Borbon	QAME	<ul style="list-style-type: none"> - Ensure standard procedures and objectives are met. - Submit program feedback to top management. 	September 20, 2019 onwards

