



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

09 September 2025


NOTICE OF MEETING
Tracking No.: 130

**COORDINATION MEETING FOR THE 13TH ANNIVERSARY CELEBRATION OF
SDO TAYABAS CITY**

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

Please be informed that there will be a **Coordination Meeting for the 13th Anniversary Celebration of DepEd Tayabas City** on **September 9, 2025, 3:00 in the afternoon** at the **Covered Court of Poto Elementary School, Brgy. Poto, Tayabas City.**

Your 100% attendance is hereby enjoined.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

13th YEAR ANNIVERSARY CELEBRATION OF DEPED TAYABAS CITY
September 26, 2025
7:00 a.m–12 noon

Committee	Person/s In Charge	Terms of Reference
Over All Chairperson	Celedonio B. Balderas Jr.	- Oversees the implementation of the implementation
Vice Chairperson	Herbert D. Perez, Ces0 VI	- Assists the chairperson in the overall implementation.
Program Preparation and Completion Report	Imelda C. Raymundo Joan Kathleen M. Talabong	- Plan on the conduct of the program. - Prepare program design and memo. - Coordinates with the TWGs, school, SDO Personnel and partners for the other activity requirements.
Over All Management of Logistics and L&D	Luzviminda Saldares And La Trisha Dalit	- Assists the proponent in the preparation of documents. - Conducts on-site inspection of the venue prior the activity.
QAME	Montano L. Agudilla Jr.	- Quality assures the activity. - Prepares evaluation tool and gather feedback.
Medical / First Aid	Dra. Jayne Paula Talavera and Medical Team	- Ensure observance of health protocols. - Administers first aid and health services during activity.
Support Staff	Princess Talavera, Shyra Rojas, Justine Ranillo and John Oliver Marquez	- Assist in the preparation of documents. - Assist in the inventory and distribution of supplies. - Process documentary requirements. - Print Advocacy Campaign Materials and Certificates.

Masters of Ceremony	Sigrid Tibordo and Alfredo Naynes	<ul style="list-style-type: none"> -Coordinates to the program proponent with the flow of the activity. - Rehearse a day before for smooth program delivery. - Facilitate Program execution.
Finance	Benjamin M. Millares Agnes R. Luzadas and School Heads of Different Schools	<ul style="list-style-type: none"> - Approve the budget. - Provide TA to the liquidation process. - Determine the amount of payment.
Registration and Attendance	Generoza Zubieta, Richelle Quintero, Nizza Merto, Jessica, Jessica Fortuny and Nicole L. Lumanglas	<ul style="list-style-type: none"> - Advance Distribution of attendance to schools. - In Charge of registration of guests during the activity.
Physical Facilities	Montano L. Agudilla Jr., Ariel Cabuyao, Engr. Jaypee Escobar and Dr. Geraldine Constantino	<ul style="list-style-type: none"> - Prepares lay out and seating plan. - Set up the venue a day before the event.
Food and Refreshments	Louie L. Fulleo, Dr. Jerome Chavez, Dr. Joy Buban – Go, Lea Cosico and School Heads	<ul style="list-style-type: none"> - Coordinate for the provision of food and refreshments. - Coordinate with the lead usher for the food distribution.
Tokens	Regiecelle Cabalsa, Dr. Geraldine Constantino, Cherry Hugo, Marygrace Cabili and Princess Talavera.	<ul style="list-style-type: none"> - Coordinate with the division in charge. - Distribute tokens to the VVIP guests. - Submit Certification of Token Recipients.
Documentation, Advocacy Campaign and Invitation Lay out	Mark Bryan Valencia, Jerome Javin, San Mark and Regiecelle Cabalsa	<ul style="list-style-type: none"> - Finalize and gets approval of the invitation for the event. - Document the event. - Prepare and submit narrative report.
Certificates	Marife Lagar, Joyce Ann Limbo, Princess Talavera, Shyra Rojas and John Oliver Marquez	<ul style="list-style-type: none"> - Prepares certificate for the event. - Print and finalize the number.

		- Quality assures the citation.
Letter and Invitation Distribution	Conrado Gabarda, Graciela Hernandez, La Trisha Dalit and Jeanette Buerra	- Distribute invitation and letter for the event. - Confirm guests' attendance.
Program Facilitation	Aileen Panganiban, Sigrid Tibordo, Alfredo Naynes, Jerome Javin and San Mark	- Coordinate with the event in charge for the final program flow. -Facilitate program. -Rehearse program flow a day before the event.
Historical Documentary	Sigrid Tibordo, Marvin Rosales, Jojo Oabel, Reymann Kristian Zubieta, Iwin – Kiat Sandoval, Garry Villaverde, Joan Kathleen M. Talabong, Marife Lagar, Maria Corazon A. Borbon And Imelda C. Raymundo	- Finalize documentary script. - Shoot documentary. -Edit and seek approval of the documentary AVP.
Usherettes	Mildred Galleno, Edna Eclavea, Dianah Tan, Johanne Razon, Olive Divinagracia And Arjoy Demandante	- Coordinate with physical Facilities for the seat plan. -Welcome guests during the event and usher them to their seat. -Distribute meals to the guests.