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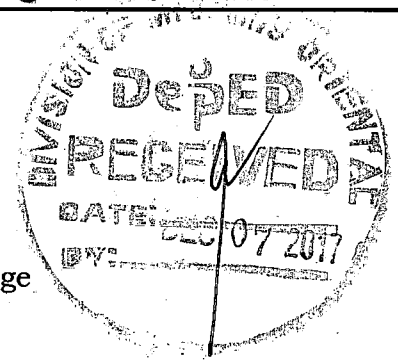
Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MISAMIS ORIENTAL



Don Apolinar Velez-Del Pilar Sts., Cagayan de Oro City 9000 (088)856452 0917889224 www.depedmisor.net

**DIVISION MEMORANDUM**

No. 687, series 2017



**TO :** Public Schools District Supervisors/Districts in-charge  
Select Ushers/Usherettes  
Secondary School Principal IV, MOGCHS  
This Division

**SUBJECT: DESIGNATION AND DEPLOYMENT OF USHERS AND USHERETTES  
BY DISTRICT DURING THE 6<sup>TH</sup> ARAW NG PARANGAL**

**FROM :** **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent *Cherry Limbaco*

**DATE :** December 7, 2017

In order to facilitate an orderly and systematic accommodation of guests and participants during the 6<sup>th</sup> Araw ng Parangal on December 8, 2017, Public Schools District Supervisors and Districts in-charge are directed to designate ushers and usherettes from their respective districts.

Designated ushers and usherettes are expected to observe and perform the following on the day of the activity, to wit:

1. Attend the orientation/briefing of the Ushering Committee at 6:30 in the morning on December 8, 2017, Right Wing of the stage, The Atrium, Limketkai Center, Cagayan de Oro City. Please see Lindo M. Cayadong, Senior Education Program Specialist for Planning and Research.
2. Wear their respective district polo shirts on the day of the activity. Install appropriate accessories in the shirt with marked USHER or USHERETTE that can be easily seen by the participants. Usherettes are expected to wear footwear with heels and Ushers are likewise directed to wear closed footwear that are appropriate to the occasion.
3. Lei and other materials necessary should be made available while attending to the guests.
4. Coordinate with your Public Schools District Supervisors/Districts in-charge whenever circumstances call for.



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5. Be acquainted with the area assignment of the district you are representing.
6. As much as possible, see to it that each participant is comfortably seated. When needed, seek the assistance of the crews to augment the number of chairs.
7. For MOGCHS, Head Teachers/Department Heads of the subject areas in the school are the ushers and usherettes for their respective teachers in their subject area.
8. Remind participants to keep vigilant at all times with their personal belongings. Further, remind them to maintain order and silence.
9. Cleanliness should be maintained always.

For more particulars regarding this concern, please coordinate with the Schools Governance and Operations Division (SGOD) at the Division Office.

Immediate and wide dissemination of this Memorandum is hereby directed.

CLL/lmc