



Republic of the Philippines  
**Department of Education**  
**DIVISION OF MISAMIS ORIENTAL**

**MEMORANDUM**

No. 697, series 2019

TO : **Education Program Supervisors**  
**Public Schools District Supervisors**  
**Senior Education Program Specialists**  
**Education Program Specialists**  
**All Elementary and Secondary School Heads**  
**All Elementary, Secondary and ALS Teachers**  
**Non-Teaching Personnel**  
**Others Concerned**  
**This Division**

FROM : **JONATHAN S. DELA PEÑA, Ph.D., CESO V**  
Schools Division Superintendent

SUBJECT : **CONDUCT OF THE 8<sup>th</sup> MISAMIS ORIENTAL ARAW NG PARANGAL**

DATE : November 26, 2019

1. In line with the Civil Service Commission mandate through Memorandum Circular No. 01, s 2001, "Program on Awards and Incentives for Service Excellence (PRAISE)", mandating every department or agency to establish its own employee suggestions and incentive awards system, DepEd- Division of Misamis Oriental shall conduct its annual **8<sup>th</sup> Misamis Oriental Araw ng Parangal** on **December 10, 2019, 7:30am onwards**, at **The Atrium, Limketkai Center**, Cagayan de Oro City.
2. This activity aims to highlight outstanding work performance and accomplishments of its teaching and non-teaching personnel as a reflection of DepEd MisOr's unwavering pursuit of excellence in providing quality basic education.
3. Participants are prescribed to wear:
  - Division EXECOM and MANCOM Family - FILIPINIANA (for female), Barong and Slacks (for male)
  - Awardees - FILIPINIANA (for female), Barong and Slacks (for male)
  - District Participants - District T-shirt
  - Division Office Personnel - Black & White Polo Shirt

4. The list of awardees shall be announced in a separate Memorandum.
5. Attached to this Division Memorandum are the working committees for the said event.
6. Venue and equipment rental, activity materials, meals for Division Office personnel, performers and guests shall be charged to Division MOOE while meals (Php 250/pax), travel and other expenses of school-based and district-based participants shall be charged to local fund/school downloaded MOOE subject to the usual accounting and auditing rules and regulation.
7. Immediate and wide dissemination of this Memorandum is desired.

RBT/rom/ikm

## 8<sup>th</sup> Araw ng Parangal

December 10, 2019, Tuesday  
The Atrium, Limketkai Center, Cagayan de Oro City

### WORKING COMMITTEES

**Over-All Chairman: JONATHAN S. DELA PEÑA, PH.D., CESO V** (Schools Division Superintendent)  
**Co-Chairman: ROWENA H. PARA-ON** (Assistant Schools Division Superintendent)

| Committee            | Chairman   | Members  | Task(s)  | Coordinates with:  |
|----------------------|--|--|--|--|
| Screening and Awards | <p><b>Rudy O. Magdugo</b><br/>Chief, SGOD</p> <p><b>Erlinda G. Dael</b><br/>Chief, CID</p> | <p><b>Ma. Teresa M. Absin</b><br/>EPS English</p> <p><b>Celieto B. Magsayo</b><br/>EPS LRMDS</p> <p><b>Nelson Absin</b><br/>EPS Math</p> <p><b>Lindo M. Cayadong</b><br/>SEPS Planning and Research</p> <p><b>Vevian T. Tuason</b><br/>SEPS Social Mobilization and Networking</p> <p><b>Danny A. Asio</b><br/>SEPS- Monitoring and Evaluation</p> | <ul style="list-style-type: none"> <li>➤ All PSDS shall pre-screen potential awardees and forward list and corresponding documents to Division Screening and Awards Committee.</li> <li>➤ Division Supervisors and Specialists shall screen potential awardees' documents and recommendations from PSDS and produce list of awardees.</li> <li>➤ Coordinate with the Procurement Team for the certificate papers and holders to be used.</li> <li>➤ Prepares certificate citation for awardees</li> <li>➤ Prints all certificates using the certificate layout/design prepared by Creative Design</li> </ul> | <ul style="list-style-type: none"> <li>➤ Creative Design</li> <li>➤ Procurement Team</li> <li>➤ Program and Entertainment Committee</li> </ul> |

|                                  |  | <b>ALL PSDS &amp; Program Holders</b>   | <b>and Technical Production Team.</b>   |  |
|----------------------------------|--|---|---|--|
| <b>Procurement</b>               | <b>Rhodora L. Gallares</b><br>EPS/ OIC- AO V | <b>Sally S. Aguilar</b><br>EPS II Filipino<br><br><b>Danny A. Asio</b><br>SEPS SMME<br><br><b>Arnil Caracho</b><br>ADA VI<br><br><b>Kim Alvin Garcia</b><br>ADAS III<br><br><b>Eva S. de la Pena</b><br>ADA I<br><br><b>Nino Joemar Cablay</b><br>AO II | <ul style="list-style-type: none"> <li>➤ Canvass and prepares Purchase Requests and Orders for the materials to be used during the activity including tokens and/or plaques , or certificate paper, certificate holder and other materials to be used during the activity.</li> <li>➤ Coordinates with the Screening and Awards Committee to provide materials for certificate printing.</li> <li>➤ Arrange awards before and during the awarding ceremony.</li> <li>➤ In-charge of procurement process and documents especially posting in PHILGEPS</li> </ul> | <ul style="list-style-type: none"> <li>➤ Screening and Awards Committee</li> <li>➤ Program and Entertainment Committee</li> <li>➤ Creative Design Team</li> </ul>  |
| <b>Program and Entertainment</b> | <b>Irish Karylle D. Monte</b><br>SEPS- HRD   | <b>Mark Lorren T. Tejano</b><br>Budget Officer<br><br><b>Lindo M. Cayadong</b><br>SEPS Planning<br><br><b>Gerum Salatan</b><br>HT I (Claveria)  | <ul style="list-style-type: none"> <li>➤ Plans and prepares program flow.</li> <li>➤ Coordinates with the entertainers of the program.</li> <li>➤ Organize and ensure proper conduct of the program.</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Technical Production and Musical Scoring</li> <li>➤ Screening and Awards Committee</li> <li>➤ Creative Design (Print)</li> <li>➤ Creative Design (Video Production and Multimedia)</li> </ul> |

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|  |  | <b>Eman A. Lachica</b><br>EPS II<br><br><b>Jewel Gayle Paculba</b><br>Teacher I<br><br><b>Betty Saliring</b><br><b>Mary Karren Y. Ordaniel</b><br><i>Program Usherettes</i>             |  |  |
| <b>Technical Production And Musical Scoring</b>                      | <b>Gerry P. Madrid</b><br>EPS II SMME      | <b>Kim Eric Lubguban</b><br>PDO II<br><br><b>Freddiejun T. Delig</b><br>IT Officer<br><br><b>Andrew Heroe Janubas</b><br>ADAS- SGOD<br><br><b>Maria Danica A. Asequia</b><br>T1, MOGCHS | <ul style="list-style-type: none"> <li>➤ In-charge of technical production and support during the conduct of the program in close coordination with the Program-in-Charge.</li> <li>➤ Prepares powerpoint presentation for program flow.</li> <li>➤ Prepare and provide music appropriate for program segments.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Program and Entertainment Committee</li> <li>➤ Concept and Creative Design (Video Production and Multimedia)</li> </ul> |
| <b>Concept and Creative Design (Print)</b>                           | <b>Gerry P. Madrid</b><br>EPS II SMME      | <b>Ma. Teresa M. Absin</b><br>EPS<br><br><b>Kim Eric Lubguban</b><br>PDO<br><br><b>Andrew Heroe Janubas</b><br>ADAS- SGOD   | <ul style="list-style-type: none"> <li>➤ Prepares the design for certificates, program layout (print) and tarpaulin.</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Program and Entertainment Committee</li> <li>➤ Screening and Awards Committee</li> </ul>                                |
| <b>Concept and Creative Design (Video Production and Multimedia)</b> | <b>Irish Karylle D. Monte</b><br>SEPS- HRD | <b>Freddiejun T. Delig</b><br>ICT<br><br><b>Richard Ryan Daguit</b><br>MOGCHS   | <ul style="list-style-type: none"> <li>➤ Conceptualizes and prepares videos to be used during the activity.</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Program and Entertainment Committee</li> </ul>  |

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|   |  | <b>Cirilo K. Rubiato II</b><br>PDO II   |   |  |
| <b>Letters and Invitations</b>                        | <b>Vevian T. Tuason</b><br>SEPS- SOCMOB        | <b>Christine H. Cabiassa</b><br>PDO I   | <ul style="list-style-type: none"> <li>➤ Prepares letters for stakeholders.</li> <li>➤ Coordinates with Program Team for program attachment.</li> <li>➤ Delivers letters to stakeholders and event guests</li> <li>➤ Ensures confirmation of attendance of invited stakeholders.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Program and Entertainment Committee</li> <li>➤ Logistics</li> </ul>                               |
| <b>Door Prizes</b>                                    | <b>Mark Lorren T. Tejano</b><br>Budget Officer | <b>Niño Jomar S. Cablay</b><br>AO II<br><br><b>Shayne Yannah B. Magdugo</b><br>AO II<br><br>To be assisted by Finance Service Team                      | <ul style="list-style-type: none"> <li>➤ Responsible for documenting all door prizes received from stakeholders.</li> <li>➤ Facilitate giving of door prizes during the event.</li> <li>➤ Record name of recipients who received the door prizes.</li> </ul>                                | <ul style="list-style-type: none"> <li>➤ Program and Entertainment Committee</li> <li>➤ Raffle Tickets</li> </ul>                          |
| <b>Raffle Tickets</b>                                 | <b>Cirilo K. Rubiato II</b><br>PDO II          | <b>Ritchelyn Pepito</b><br>Releasing Officer  | <ul style="list-style-type: none"> <li>➤ Coordinate with district supervisors and school heads for the list of names.</li> <li>➤ Produce the official raffle tickets for the door prizes.</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Program and Entertainment Committee</li> <li>➤ Door Prizes</li> </ul>                             |
| <b>Venue Styling, Layout and Physical Arrangement</b> | <b>Mark Lorren T. Tejano</b><br>Budget Officer | <b>Edwin L. Gamorot</b><br>Planning Officer<br><br><b>Irish Karylle D. Monte</b><br>SEPS HRD<br><br>Seating Arrangement-<br><b>Finance Service Team</b> | <ul style="list-style-type: none"> <li>➤ Plan and design stage and photowall decoration and layout.</li> <li>➤ Plan the seating arrangement and prepare <i>signages</i> for each district assignment.</li> <li>➤ Coordinate closely with Program-in-Charge for the venue layout.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Stage Decoration</li> <li>➤ Procurement</li> <li>➤ Program and Entertainment Committee</li> </ul> |

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|  |  | <b>Photowall- Opol National Technical Secondary School</b>  |  |   |
| <b>Stage Decoration, Presidential Table Setting and Lei</b>  | <b>Cheryl D. Ubalde</b><br>EPS II        | <b>Select ALS DALC and Mobile Teachers</b><br><br>With TLE Department from MOGCHS   | <ul style="list-style-type: none"> <li>➤ Canvass and procure flowers and other decorations.</li> <li>➤ Prepares Presidential Table With flower centerpiece</li> <li>➤ Coordinate closely with Program-in-Charge</li> </ul> | <ul style="list-style-type: none"> <li>➤ Program and Entertainment Committee</li> <li>➤ Venue Styling, Layout and Physical Arrangement</li> </ul> |
| <b>Guests Relations and Protocol (Ushers and Usherettes)</b> | <b>Andrian F. Tecson</b><br>EPS II       | ALS IM/Teachers:<br><br><b>Jefferson Cena</b><br><b>Ronel Guzman Estologa</b><br><b>Laiza Castino</b><br><b>Erika Valmorida Purcray</b><br><b>Janet Duat</b>  | <ul style="list-style-type: none"> <li>➤ Assist participants and guests to their seats.</li> <li>➤ Accommodates concerns from guests</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Program and Entertainment Committee</li> </ul>   |
| <b>Documentation</b>   | <b>Freddiejun T. Delig</b><br>IT Officer | <b>Richard Ryan Daguit</b><br>MOGCHS<br><br><b>Windler Sandoval</b><br>Initao CS<br><br><b>Andrew Heroe Janubas</b><br>ADAS II<br><br><b>Kristoffer Galarpe</b><br>ADAS III<br><br><b>Ricky Jabien</b><br>INCHS<br><br><b>Allan Lazo</b><br>Opol CS | <ul style="list-style-type: none"> <li>➤ Take pictures and videos during the event</li> <li>➤ Create same day-edit / onsite video presentation</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Program and Entertainment</li> <li>➤ Social Media Relation</li> </ul>                                    |
| <b>Social Media Relations</b>                                | <b>Freddiejun T. Delig</b><br>IT Officer | <b>Mary Antoinette Magallanes</b>   | <ul style="list-style-type: none"> <li>➤ Social media engagement</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Program and Entertainment</li> <li>➤ Documentation</li> </ul>  |

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|                           |  | <p>Opol NSTS</p> <p><b>Christine H. Cabiassa</b><br/>PDO II</p>   | <ul style="list-style-type: none"> <li>➤ Posts content in various social media platforms</li> <li>➤ Facebook Live</li> </ul>  |  |
| <b>Logistics</b>          | <b>Arnil Caracho</b><br>ADA VI                 | <p><b>Roly Gamao</b><br/>ADA VI</p> <p><b>Gerardo Bactong</b><br/>Job Order</p> <p><b>Lemual Caliso</b><br/>Job Order</p>   | <ul style="list-style-type: none"> <li>➤ Provide transportation to and from venue before and after the program.</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Program and Entertainment</li> <li>➤ Door Prizes</li> <li>➤ Meals and Snacks</li> </ul> |
| <b>Meals and Snacks</b>   | <b>Arlene Valmores</b><br>PDO II               | <p><b>Gina Revecho</b><br/>AO II</p> <p><b>Marife Bahian</b><br/>ADAS II</p> <p><b>Mercy Aguilar</b><br/>ADA I</p> <p><b>Catherine Ann B. Orasan</b><br/>EPS II</p> | <ul style="list-style-type: none"> <li>➤ In-charge of canvass and procurement of meals for Division Office personnel and guests</li> <li>➤ Distribute meals and snacks during the activity.</li> <li>➤ Prepare sheet for recipients of the meals and snacks.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Finance Committee</li> </ul>  |
| <b>Finance</b>            | <b>Angelita S. Rananan</b><br>Accountant III   | <p><b>Mark Lorren Tejano</b><br/>Budget Officer III</p> <p><b>Marrisa Jadap</b><br/>Cashier</p>   | <ul style="list-style-type: none"> <li>➤ In-charge of financial related concerns.</li> <li>➤ Coordinate with Logistics and Procurement team.</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Procurement</li> <li>➤ Meals and Snacks</li> </ul>                                      |
| <b>Venue Reservation</b>  | <b>Rudy O. Magdugo</b><br>Chief, SGOD          | <b>Irish Karylle D. Monte</b><br>SEPS- HRD  | <ul style="list-style-type: none"> <li>➤ Book venue</li> <li>➤ Secure contract</li> <li>➤ Coordinate with Finance for payment of venue</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Procurement</li> <li>➤ Finance Committee</li> </ul>                                     |
| <b>Medical Responders</b> | <b>Vida C. Suganob, MD.</b><br>Medical Officer | <p><b>Nurses:</b></p> <p><b>Love Joy M. Montecillo</b></p>  | <ul style="list-style-type: none"> <li>➤ Ensure first aid is available in case of emergency.</li> </ul>   |  |



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|   |   | <b>Avegail J. Israel</b><br><b>Ma. Lyra R. Macabodbod</b><br><b>Nimfa B. Jugiulon</b><br><b>Dr. Marglo O. Isiderio</b>    | ➤ Visibility during the conduct of the Araw ng Parangal   |  |
| <b>Security</b>                                     | <b>Marcel Tagalogon</b><br>District-in-Charge | Select School Heads   | ➤ Coordinate with nearest PNP station for police visibility during the conduct of the activity.<br>➤ Ensure safety of the area during the conduct of the activity |  |
| <b>After-Care Retrieval Equipment and Materials</b> | <b>Artemio Pactos</b><br>ADA I                | <i>Utility Group:</i><br><b>Gerardo Bactong</b><br><b>Renato Gorero</b><br><b>Jeffrey Granzon</b><br><b>Lemual Caliso</b> | ➤ Ensure retrieval of materials and equipment after the program.<br>➤ Return materials and equipment at the Division Office.                                      |  |

Prepared by:

*Irish Karylle D. Monte*  
**IRISH KARYLLE D. MONTE**  
SEPS HRD

Reviewed by:

*Rudy O. Magdugo*  
**RUDY O. MAGDUGO**  
Chief, SGOD

Recommending Approval:

*Rowena H. Para-on*  
**ROWENA H. PARA-ON**  
Assistant Schools Division Superintendent

Approved:

*Jonathan S. Dela Peña*  
**JONATHAN S. DELA PEÑA, Ph.D., CESO V**  
Schools Division Superintendent

