



November 10, 2015

DIVISION MEMORANDUM

No. 432 S, 2015

To : **Assistant Schools Division Superintendent**
Education Program Supervisors
Education Program Specialists
Schools District Supervisors/ District-in-Charge
Elementary/Secondary School Administrators
Division Section Heads
Teaching and Non-Teaching Personnel
This Division

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

Re : **CONDUCT OF 4th DIVISION ARAW NG PARANGAL**

1. Department of Education – Division of Misamis Oriental, in partnership with the Provincial Local Government Unit of Misamis Oriental will hold its **4th Division Araw ng Parangal** on **December 11, 2015**, at the **Atrium, Lim Ketkai Center**, Cagayan de Oro City. This annual assembly highlights the recognition of outstanding work performance of Supervisors, School Heads, Teaching and Non-Teaching Personnel.
2. The theme shall be "K-12: Directing Initiatives, Embracing Change"
3. The participants of the activity are the following: Schools Division Superintendent, Assistant Schools Division Superintendent, Education Program Supervisors, District Supervisors, Education Program Specialist, Division Section Heads, Elementary / Secondary School Heads, Teaching and Non-Teaching Personnel.
4. **The 4th Division Araw ng Parangal aims to**
 - (a) recognize outstanding accomplishments and work performance of educational leaders in the division,
 - (b) inspire other DepEd personnel to aim for the same recognition and improve work performance in order to deliver quality service to its clients, and;
 - (c) foster camaraderie among school and community stakeholders.
5. Please observe proper attire during the conduct of the activity.
Awardees – Filipiniana (female), Barong (male)
Division Office Personnel/ PSDS - Filipiniana (female), Barong (male)
Other participants- District T-Shirts (with collar)



Department of Education
Region X-Northern Mindanao
Division of Misamis Oriental
Del Pilar-Velez St., Cagayan de Oro City
website: www.depedmisor.net
Contact numbers (08822)724615, (088)8564454



6. Enclosed is the list of the Working Committees for this activity. (Enclosure No. 1)
7. For door prizes, District Supervisors are advised to submit the names of the teaching and non-teaching personnel (both elementary and secondary) in **excel format** on or before November 16, 2015. Email a SOFTCOPY of the file to cirilo.rubiato@deped.gov.ph. Please see Enclosure No. 2 of this memorandum for a sample of the list in the required format.
8. Meals, traveling and other expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
9. Wide and immediate dissemination is hereby enjoined.

CLL/ikm



Enclosure No. 1, s 2015, to Division Memorandum 432, entitled *Conduct of 4th Division Araw ng Parangal*

FLOW OF THE PROGRAM AND COMMITTEES

4th Division Araw ng Parangal
 December 11, 2015

Time	Activity	Person(s) in Charge	Roles and Responsibility
Before the event	Preliminaries	All SGOD Personnel All CID Personnel	<ul style="list-style-type: none"> • Conceptualize the flow of the event • Make invitations/program • Design tarpaulin • Create souvenir • Create committee
	Committees	Over-all Chairman- Dr. Cherry Mae L. Limbaco (SDS) Jean G. Veloso (ASDS)	<ul style="list-style-type: none"> • Ensure the safe conduct of the Araw ng Parangal
		Program & Entertainment- Marife D. Balaba, SEPS HRD	<ul style="list-style-type: none"> • Ensure an organized flow of the program at the Atrium • Create a stylish flow of the program • Tap someone to do the voice over • Produce copies of the program • Distribute copies of the program. • Provide entertainment during the program
		Certificate Citations/Text- Dr. Ma. Teresa Absin, ES 1 Celieto Magsayo, ES 1	<ul style="list-style-type: none"> • Prepare and construct citations for certificates.
		Distribution of Certificates- Screening Committee	<ul style="list-style-type: none"> • Ensure an organized distribution of certificates
		Audio-Video, PPT presentation, Certificate Designing & Printing, Souvenir Program Gerry P. Madrid, EPS II Kim Eric Lubguban, T-1 Andrian F. Tecson, EPS II Andrew Heroe Janubas, Admin Aide VI	<ul style="list-style-type: none"> • Design certificates for the event • Prepare the AVP, and PPT presentations • Ensure that the flow of the AVP and PPT presentations are organized.
		Technical Freddiejun T. Delig, ITO Gerry P. Madrid	<ul style="list-style-type: none"> • Work with the audio-video team for a hassle-free flow of the event. • Troubleshoot technical-related concerns. • Provide connectivity if needed.



Time	Activity	Person(s) in Charge	Roles and Responsibility
	Committees	Photowall- Irish Karylle D. Monte, EPS II Mark Lorren Tejano, B.O.	<ul style="list-style-type: none"> Set a place to display photo booth Prepare the necessary materials for the booth Decorate the area for photobooth with balloons, etc.
		Text for Token- Irish Karylle D. Monte, EPS II	<ul style="list-style-type: none"> Create a short write up of the significance of the token.
		Tarpaulin and other designs- Andrew Heroe R. Janubas, AAVI	<ul style="list-style-type: none"> Design tarpaulin for backdrop and photobooth.
		Linkages- Dr. Vevian T. Tuason, SEPS Catherine Anne B. Orasan, EPS II	<ul style="list-style-type: none"> Coordinate with PSDS to ensure an organized program.
		Budget- Screening Committee	<ul style="list-style-type: none"> Ensure an organized distribution of certificates
		Sound System Lindo M. Cayadong, SEPS	<ul style="list-style-type: none"> Book a nice and convenient sound system Assure nice lightings and sound quality
		Invitation & Souvenir Dr. Rhodora L. Gallares, ES 1 Catherine Anne B. Orasan, EPS II	<ul style="list-style-type: none"> Write invitation letters for all guests. Contact each guest and get the confirmation. Distribute the letters with the copy of the program to the invited guest.
		Physical Arrangement/ Logistics Danny A. Asio, SEPS Cirilo K. Rubiato, PDO Artemio Pactos Larry Madridano	<ul style="list-style-type: none"> Provide a seat plan to Atrium personnel Separate areas/ seat for guests Supervise in the seating arrangement with the Atrium staff.
	Stage Decoration Cheryl Ubalde, EPS II Catherine Anne B. Orasan, EPS II Johnny Redondo, ES-1 Norberto Rosales, ES-1	<ul style="list-style-type: none"> Design the stage set-up. Put-up decors in the stage Prepare the stage a night before the event. 	



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Time	Activity	Person(s) in Charge	Roles and Responsibility
	Committees	Ushers- Dr. Sally Aguilar, ES- I Dr. Ma. Teresa B. Asbin, ES-1 Merly Mabelin, ES-1 Cydel P. Valmores, PSDS Winnie Nacasabog, PSDS Beatriz Acdal, PSDS	<ul style="list-style-type: none"> Assign ushers and usherettes for the grand event Usher all guests and visitors during the event
		Table Skirting- Dr. Sally Aguilar, ES- I MOGCHS TLE Teachers	<ul style="list-style-type: none"> Prepare 4 tables for the guests Prepare cloth to be used for the skirting.
		Door Prizes- Mark Lorren Tejano, B.O. And the rest of the accounting section	<ul style="list-style-type: none"> Prepare the door prizes Set-up the stage for door prizes Facilitate in the giving of door prizes.
		Raffle- Dr. Vevian T. Tuason, SEPS Catherine Anne B. Orasan, EPS II Cirilo K. Rubiato, PDO	<ul style="list-style-type: none"> Prepare needed materials for the raffle draw (names etc.)
		Guest Speakers- Erlinda G. Dael, Chief CID Beatriz Acdal, PSDS Winnie Nacasabog, PSDS Cydel Valmores, PSDS Dr. Ferminia Labis, ES-1	<ul style="list-style-type: none"> Ensure safety of the guest speaker Guide the guest speakers to their seats
		Food and Snacks Bernadette P. Samaco AO V Grace Gallana, ES- 1 Meylinda Paceño, ES-1	<ul style="list-style-type: none"> Provide food and snacks for guests and personnel
		Leis Cheryl D. Ubalde, EPS II Christine Cabiassa, AA VI	<ul style="list-style-type: none"> Create lei for guests Coordinate with Dr. Aguilar and Dr. Absin for distribution to guests.
		Security Marcel Tagalogon Teofilo Atriaga Greg Magsayo Rico Magsayo	<ul style="list-style-type: none"> Ensure safe and secure conduct of the event.
		Registration PSDS (per district) Irish Karylle D. Monte, EPS II (Division Office & Guests)	<ul style="list-style-type: none"> Prepare registration form per district Acquire signatures from the participants



Time	Activity	Person(s) in Charge	Roles and Responsibility
	Committees	Transportation- Arnel Caracho Larry Madridano	<ul style="list-style-type: none"> Ensure safe transport of equipments needed/materials and working committees to and from the venue.
		Token in Charge Rudy O. Magdugo, Chief SGOD Lindo M. Cayadong, SEPS Public Schools District Supervisor	<ul style="list-style-type: none"> Prepare the tokens for the event.
		Documentation Danny A. Asio, SEPS Irish Karylle D. Monte, EPS II	<ul style="list-style-type: none"> Take photos during the conduct of the event
		Medical Team Dr. Vida Suganob, Medical and Dental Section	<ul style="list-style-type: none"> Assign a medical team to be at the venue Address medical needs that may arise during the event.
		Screening Committee Chairman: ASDS Jean Veloso Co-Chair: Erlinda G. Dael, Chief CID Rudy O. Magdugo, Chief SGOD Members: (Elementary) Dr. Ma. Teresa Absin Merly Mabelin Celieto Magsayo (Secondary) Dr. Rhodora L. Gallares Dr. Sally Aguilar Dr. Ferminia Labis (Supervisors, SH, & Non-Teaching) Bernadette P. Samaco Secretariat: Christine Cabiasa Camille Caharian Danica Asequia	<ul style="list-style-type: none"> Screen all applicants for the "Araw ng Parangal".

Approved by:

CHERRY MAE L. LIMBACO, Ph.D., CESO V
 Schools Division Superintendent



4th

ARAW NG PARANGAL

EXCELLENCE IN TEACHING AND LEADERSHIP

and **113th** FOUNDING ANNIVERSARY of DepEd Misamis Oriental

"Makab-ot ko na!"

Theme: "K to 12 Directing Initiatives, Embracing Change."

December 11, 2015; The Atrium, Limketkai Center, Cagayan de Oro City

Hon. Yeugeny Vincente B. Emano

Your presence, our honor.

#LevelUpAngPangarap

P R O G R A M M E

8:30 – 8:40	<i>Philippine National Anthem</i>	.	.	Division Non-Teaching Personnel
	<i>Doxology</i>	.	.	Division Non-Teaching Personnel
	<i>Misamis Oriental March</i>	.	.	Division Non-Teaching Personnel
8:40 – 8:50	<i>Welcome and Opening Message</i>	.	.	Cherry Mae L. Limbaco , Ph.D., CESO V Schools Division Superintendent
8:50 – 8:55	<i>Acknowledgement of Participants</i>			
	▪ <i>Division of Misamis Oriental</i>	.	.	Bernadette P. Samaco Administrative Officer V
8:55 – 9:00	▪ <i>Division of El Salvador City</i>	.	.	Cora T. Asa , Ph.D. Schools Division Superintendent
9:00 – 9:30	<i>Presentation of Division Report Card</i>	.	.	Jean G. Veloso Assistant Schools Division Superintendent
9:30 – 10:00	<i>Message and Recognition of Teachers' Effort due to the Conduct of Remedial Instruction.</i>			Hon. Yeugeny Vincente B. Emano Provincial Governor – Misamis Oriental
10:00 – 10:05	<i>Reading of the Rationale of Araw ng Parangal and the Emblem of the Token</i>	.	.	Erlinda G. Dael, Ph.D. , Chief Education Supervisor Curriculum Implementation Division
10:05 – 10:35	<i>Awarding of Top 100 Teaching and Non-Teaching Employees</i>	.	.	Elementary Level
10:35 – 10:50	<i>Message</i>	.	.	Hon. Peter M. Unabia Congressman, 1 st District
10:50 – 11:10	<i>Awarding of Top 50 Teaching and Non-Teaching Employees</i>	.	.	Secondary Level
11:10 – 11:25	<i>Message</i>	.	.	Hon. Juliette T. Uy Congresswoman, 2 nd District
11:25 – 11:45	<i>Special Awards</i>	.	.	Special Awardees
11:45 – 1:00	<i>Prizes and Freebies</i>	.	.	Mark Lorren T. Tejano Division Budget Officer and Accounting Section Staff
1:00 – 1:20	<i>Message</i>	.	.	Hon. Joey G. Pelaez Provincial Vice-Governor – Misamis Oriental
1:20 – 3:00	<i>Entertainment</i>	.	.	