



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

October 1, 2024

DIVISION MEMORANDUM

No. 0193 s. 2024

**DIVISION CULMINATION OF THE WORLD TEACHERS' DAY/
 NATIONAL TEACHERS' MONTH 2024**

To : Assistant Schools Division Superintendent
 Chief of Curriculum Implementation Division (CID)
 Chief of School Governance and Operations Division (SGOD)
 Public Schools District Supervisors
 Elementary School Heads and Principals
 Secondary School Heads and Principals
 Private Schools Administrators

1. Relative to the conduct of the **Division Culmination of the World Teachers' Day/National Teachers' Month 2024** with the theme "Together4Teachers" on **October 4, 2024** at the **Panabo City Multi-Purpose, Tourism, Cultural & Sports Center**, this memorandum is hereby issued.

2. Attached herewith are the following:

- a) **LIST OF TECHNICAL WORKING COMMITTEES**
- b) **PROGRAM FLOW AND WTD/NTM COMPETITIONS & MECHANICS**
- c) **OFFICIAL WTD/NTM PROGRAM INVITATION**
- d) **LIST OF PERFORMERS**
- e) **LIST OF DIVISION SUPPORT STAFF**

3. Preparations, set-up, and rehearsals of performers and BSP marshals shall be done a-day before the event, or as advised from the City Mayor's Office.

4. Meals and other necessary expenses incurred for this activity shall be charged to the Special Education Fund (SEF) of the Local Government of Panabo City, while official polo shirts shall be charged to Division MOOE for division personnel and School MOOE or other fund sources for school personnel, including their transportation, all subject to the usual accounting and auditing rules and regulations.

5. Dissemination of this memorandum is required.

JINKY B. FIRMAN PhD, CESO VI
 OIC-Schools Division Superintendent

RELEASED

Enclosed. As stated.

CCT 02 2024

RECORDS SECTION, SDO PANABO CITY

BY



Schools Division of Panabo City
 City Hall Compound, Panabo City
 Tel. No. (084) 823-1469
 Email: panabocity.division@deped.gov.ph

DepEd Panabo:
CHAMPION ONE
 Empowering Champions in Education
 through Examining, Blending and Fostering commitment to
 providing quality education, MATATAG for all



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/ National Teachers' Month Celebration 2024

I. EXECUTIVE MANAGEMENT/STEERING COMMITTEE

Chair: **OIC-SDS JINKY B. FIRMAN PhD, CESO VI**

Co-Chair: **ASDS BASILIO P. MANA-AY JR., CESO VI**


Members:


1. Janwario E. Yamota, Chief ES-CID
2. Ailene B. Añonuevo PhD, Chief ES-SGOD
3. Raul E. Gacus, AO V-Admin
4. Neo Carlo R. Magno, AO IV-HRMO
5. Glenn B. Separis CPA, CESE, Acct. III-Accounting
6. Rosalie B. Estimada, AO V-Budget
7. Kathryn Gae D. Jayoma, AO IV-Cashier
8. Atty. Annalene A. Dacumos, Atty. III-Legal
9. Tyron O. Dujali, ITO I-ICT
10. Norpinang N. Pagagao, AO IV-Records
11. Maya Flaminda Juanich, AO IV-Supply

TERMS OF REFERENCE

The Committee is established to provide strategic guidance and oversight for the event and its Technical Working Committees.

1. Ensures effective governance, decision-making, and strategic direction of the entire event and activities for the World/National Teachers' Day Celebration.
2. Defines, reviews, and approves the proposal of various committees in accordance with the strategic goals, objectives, budgetary requirements, and priorities of the event. Decisions shall be made by a majority vote of members present, with the Chairperson holding the deciding vote in case of a tie.
3. Makes critical decisions related to resource allocation, and partnerships that will serve as sponsors for the event.
4. Allocates financial, human, and other resources as necessary to meet the events' objectives.
5. Identifies and mitigates risks that may impact the successful conduct of the event.
6. Monitors progress toward goals and receives regular reports from various committees through the respective chairpersons/co-chairpersons.
7. Addresses conflicts or disputes that may arise before, during and after the conduct of the event.
8. Ensures compliance with relevant laws, regulations, and organizational policies.
9. Schedules and holds regular meetings or as needed to address critical issues, as determined by the Chairperson.


BASILIO P. MANA-AY JR., CESO VI
Asst. Schools Division Superintendent
Co-Chair, Executive Mgt./Steering Committee


JINKY B. FIRMAN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/ National Teachers' Month Celebration 2024

II. FINANCE & DISBURSING COMMITTEE

Chair: **KATHRYN GAE JAYOMA**
Co-Chair: **ROSALIE B. ESTIMADA**
Members

OSDS-Cash
OSDS-Budget


1. Ione Jean Amoguis
2. Jejie Rose Tusias


OSDS-Cash
OSDS-Cash

TERMS OF REFERENCE

The Committee is established to oversee financial matters and ensure efficient disbursement of funds for the event.


1. Oversees financial matters and ensures efficient disbursement of funds.
2. Oversees internal and external audits, ensuring compliance with financial regulations and reporting requirements.
3. Disburses budget as approved by the Executive Management/Steering Committee.
4. Addresses financial disputes or conflicts that may arise before, during and after the conduct of the event, and submit the same to the Executive Management/Steering Committee for review, deliberation, and approval.
5. Establishes protocols for emergency fund disbursements when immediate financial action is required.
6. Monitors financial performance of the various committees and provides regular reports to the oversight body.
7. Coordinates with other technical working committees on financial matters especially on submission of financial/liquidation report and its attachments.
8. Prepares financial reports, overall liquidation, and other related-financial documents, for submission and approval of the top management.
9. Ensures safety and security of all funds allocated for the event.
10. Performs other duties and responsibilities as needed or identified by the top management.


BASILIO P. MANA-AY JR., CESO VI
Asst. Schools Division Superintendent
Co-Chair, Executive Mgt./Steering Committee


JINKY B. FIRMAN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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REGION XI
SCHOOLS DIVISION OF PANABO CITY

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DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/ National Teachers' Month Celebration 2024

III. EVENT MANAGEMENT COMMITTEE

Chair: **DJHOANE C. AGUILAR**

CID

Co-Chair: **CAROLYN M. ARADO**

CID

Members:


1. Ramil Jacky P. Firman
2. Ylcy B. Manguilimotan
3. May Zarate
4. Ker Denzel G. Infiesto
5. Lea Jane M. Isleta
6. Glenn A. Patriarca
7. Feleciano S. Catbagan
8. Mac Donald P. Jabonillo
9. Johanna P. Linterna


CID
CID
CID
SGOD
SGOD
LPNHS
New Visayas CES
Katualan ES
Nanyo CES

TERMS OF REFERENCE

The Committee is established to plan, organize, and execute events for the event.

1. Ensures the successful execution of the program flow and activities intended for the event.
2. Prepares and presents Activity Proposal including the flow of the program, performances, activities, and entertainment with the necessary budgetary requirements to the Executive Management/Steering Committee for review and approval.
3. Manages/directs the entire program and performances for the event.
4. Identifies performances and contacts the performers as well as the host/s for the event.
5. Prepares guidelines and mechanics for various competitions such as singing, dancing, etc.
6. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
7. Performs other duties and responsibilities as needed or identified by the top management.


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DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/ National Teachers' Month Celebration 2024

IV. STAGE DECORATIONS & AESTHETICS COMMITTEE

Chair: **AVELINO D. BITANG**

Co-Chair: **MANUEL M. ESPERANZA**

Members:

1. Chonalyn C. Doctora
2. Michael Rubino
3. Glenn A. Patriarca
4. Ronilo B. Labrador
5. Jayson B. Juen
6. Edarlina C. Bitang
7. Myrna E. Purificacion
8. Arlen A. Jumamoy
9. Rustico P. Hernandez Jr.
10. Jeanne S. Bajao
11. Marivene P. Espinosa
12. Jennith Marie L. Jorolan
13. Ronilo G. Revamonte
14. Behnjo S. Martin
15. Rosienes D. Diorda
16. Gabriel S. Alfonso
17. Arnel T. Duropan

CID

PCNHS

AOFNHS

DMAJMNHS

Little Panay NHS

Mabunao NHS

Malativas NHS

Manay NHS

PCSHS

QNHS

San Vicente NHS

Sindaton NHS

Southern Davao NHS

Kauswagan NHS

Kasilak NHS

Cagangohan NHS

DF Dalisay Sr. NHS

Nanyo NHS

LT Concepcion IS

TERMS OF REFERENCE

The Committee is established to oversee and manage the design and aesthetics of stages for events and performances.

1. Ensures the creation of visually appealing and thematic stage setups that enhance the overall experience of events and performances.
2. Collaborates with Event Management Committee to conceptualize and define thematic elements for stages including the performance area.
3. Creates stage design proposals, including backdrops, lighting, props, and decorations, in accordance with event themes and objectives including necessary budgetary requirements, ensuring cost-effective solutions while maintaining quality, and present the same to the Executive Management/Steering Committee for review and approval.
4. Coordinates with the Technical Committee on aspects of stage setup, including sound, lighting, and audiovisual requirements.
5. Ensures that stage designs meet safety standards and compliance requirements.
6. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
7. Performs other duties and responsibilities as needed or identified by the top management.

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Asst. Schools Division Superintendent

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JINKY B. FIRMAN PhD, CESO VI

OIC-Schools Division Superintendent

Chair, Executive Mgt./ Steering Committee

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V. HALL & VENUE PREPARATION COMMITTEE

Chair: **ANTONIO R. PASQUITO JR.**

CID

Co-Chair: **ESTRELLA N. MAPUTOL**

CID

Members:

- | | |
|----------------------------|------------------|
| 1. Dante G. Millanes | AOFES II |
| 2. Ramelyn F. Antalan | PCESSC |
| 3. Rosemarie D. Patriarca | Rizal ES |
| 4. Marjorie S. Baldestamon | Cabili ES |
| 5. Elsie M. Carballo | Doña Nenita RFES |
| 6. Julius I. Suelto | San Vicente ES |
| 7. Julius B. Juen | Sto. Niño ES |
| 8. Mylene S. Castillo | Salvacion ES |
| 9. Helen May T. Delada | San Pedro ES |
| 10. Leonora D. Cañete | Gredu ES |
| 11. Lizle Y. Delos Reyes | San Francisco ES |

TERMS OF REFERENCE

The Committee is established to oversee and manage the preparation of halls and venues for events and activities.

1. Ensures that event spaces are properly set up, safe, equipped, and maintained to meet the needs and expectations of organizers and participants.
2. Collaborates with the Event Management Committee to determine the layout and seating arrangement for the event.
3. Coordinates with the Stage Decoration & Aesthetics Committee or decorators to ensure that event spaces are visually appealing and aligned with event themes.
4. Prepares budget proposal for venue preparation, including rental and maintenance costs, and presents the same to the Executive Management/Steering Committee for review and approval. *Consider outsourcing chairs and tables and other needed materials/furniture/equipment to schools to lessen rentals and expenses.*
5. Coordinates logistics such as parking, transportation, and security for events.
6. Provides assistance during rehearsals to ensure that event spaces are conducive to the needs of performers and organizers.
7. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
8. Performs other duties and responsibilities as needed or identified by the top management.

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World Teachers' Day/ National Teachers' Month Celebration 2024

VI. FOOD COMMITTEE

Chair: **MARY ANN REVILLA**

Vice-Chair: **JOYLYN B. MARTINEZ**

Members:

1. Atty. Annalene D. Villanueva
2. Evelyn Brigole
3. Joy S. Magno
4. Rosebeth R. Candelasa
5. Julius B. Juen
6. Aljay F. Soliva
7. Roland E. Medalla
8. Rubbie G. Labanon
9. Lester Mark Cancan
10. Winston Mark Coquilla
11. Alfredo Ogue Jr.
12. Edgardo Pamugas III
13. Edralin Gumilan
14. Behnjo Martin
15. Jayson B. Juen
16. Michael Gloria
17. Loureven Drilon
18. Catherine Valle
19. Woolin Omila
20. Cezen Paculanang

CID

CID

OSDS-Legal
OSDS-SDS
CID-ALS
CID-ALS
Sto. Niño ES
Sto. Niño ES
Sto. Niño ES
Little Panay ES
Little Panay ES
Waterfall ES
AOFES
Tibungol ES
Sta. Cruz ES
Cagangohan NHS
Malativas NHS
AOFES II
PCNHS
PCNHS
PCNHS
PCNHS

TERMS OF REFERENCE

The Committee is established to manage food-related aspects for the event.

1. Ensures the provision of high-quality, safe, and appropriate food services during the event.
2. Collaborates with caterers to design menus that cater to diverse dietary needs and preferences of the attendees.
3. Prepares budget proposal for food services ensuring cost-effectiveness and presents the same to the Executive Management/Steering Committee for review and approval.
4. Oversees catering logistics, including delivery schedules, setup, and removal of catering equipment.
5. Implements waste reduction strategies and recycling options during events.
6. Prepares the mess hall for VIPs in coordination with the Hall & Venue Preparation Committee.
7. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
8. Performs other duties and responsibilities as needed or identified by the top management.

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DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/ National Teachers' Month Celebration 2024

VII. TECHNICAL COMMITTEE (AVPS, ELECTRICAL, LIGHTS & SOUNDS)

Chair: **TYRON O. DUJALI**

OSDS-ICTU


Co-Chair: **PETER B. MIJARES JR.**


OSDS-ICTU

TERMS OF REFERENCE

The Committee is established to oversee technical aspects related to the event.

1. Provides technical expertise and guidance to support the successful implementation and management of the event.
2. Collaborates with Event Management Committee, Hall & Venue Committee and Stage Decoration & Aesthetics Committee to develop technical plans and set ups on audiovisual equipment, lighting, and sound systems, etc.
3. Prepares all preliminary AVPs and music provided by all performers
4. Prepares budgetary proposal as necessary to ensure seamless integration of technical systems, software, and hardware components, and presents the same to the Executive Management/Steering Committee for review and approval.
5. Provides technical assistance during rehearsals/practice.
6. Conducts testing and quality assurance to verify the reliability and performance of technical systems.
7. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
8. Performs other duties and responsibilities as needed or identified by the top management.



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Asst. Schools Division Superintendent
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DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/ National Teachers' Month Celebration 2024

VIII. GAMES, PRIZES & GIVEAWAYS COMMITTEE

Chair: **JANWARIO E. YAMOTA**

CID

Co-Chair: **MARISSA Y. MANGINSAY**

CID

Vice-Chair: **MARIA NENITA G. TUAZON**

CID

Members:

1. Elden D. Orbeta

CID

2. John Visillas

CID

3. Juliet D. Ranagas

CID

4. Engr. Rudy G. Adlaon

Private-FALI

5. Arlen A. Jumamoy

Quezon NHS

6. Elsie O. Iñigo

Roxas ES

7. Julius I. Suelto

San Vicente ES

8. Ramelyn F. Antalan

PCESSC

9. Alfredo Ogue Jr.

AOFES

10. Arnel T. Duropan

LT Concepcion IS

11. Nida M. Compuesto

Malativas ES

12. Jade Remolado

ALS

13. Mona Jireh Sebio

ALS

TERMS OF REFERENCE

The Committee is established to organize and manage games, raffles, and related activities for the event.

1. Enhances the participant experience, promote engagement, fun and entertainment through games and raffles.
2. Develops a variety of games, raffles, and related activities suitable for participants of all ages and backgrounds and coordinates with the Event Management Committee for the placement of prizes.
3. Prepares budget proposal for games and raffles, ensuring financial sustainability is met, and presents the same to the Executive Management/Steering Committee for review and approval.
4. Coordinates the Sponsorship, Ways & Means Committee for prizes, gifts/giveaways, and rewards for winners.
5. Establishes clear rules and regulations for games and raffles, ensuring fairness and transparency as well as maintain records of participants and game results for reporting compliance to all relevant laws and regulations related to games and raffles activities.
6. Organizes the distribution of prizes to winners and coordinates any associated logistics.
7. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
8. Performs other duties and responsibilities as needed or identified by the top management.

BASILIO P. MANA-AY JR., CESO VI
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DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/National Teachers' Month Celebration 2024


IX. INVITATION, AWARDS, CERTIFICATE & TOKENS COMMITTEE


Chair: AILENE B. AÑONUEVO PhD	SGOD
Co-Chair: ERICK S. DALUMPINES	SGOD
Members:	
1. Ronmar Jayoma	SGOD
2. Lelanie Somoso	SGOD
3. Lea Jane Isleta	SGOD
4. Kenneth Deligencia	SGOD

TERMS OF REFERENCE

The Committee is established to oversee and manage the design, production, and distribution of invitations, awards, certificates, and tokens for the event.

1. Ensures the effective and meaningful recognition of participants, contributors, and attendees.
2. Collaborates with Event Management Committee to design/layout invitations/program that reflect the theme and flow of the event.
3. Prepares budget proposal for invitations/programs, awards, certificates, and tokens, ensuring cost-effectiveness, and presents the same to the Executive Management/Steering Committee for review and approval.
4. Ensures that invitations/programs, awards, certificates, and tokens are personalized and tailored to individual recipients when applicable.
5. Oversees the quality and craftsmanship of invitations, awards, certificates, and tokens to meet or exceed expectations.
6. Plans and executes the distribution of invitations/programs, awards, certificates, and tokens to the intended recipients.
7. Develops award categories, certificate templates, and criteria for recognition.
8. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
9. Performs other duties and responsibilities as needed or identified by the top management.


BASILIO F. MANA-AY JR., CESO VI
Asst. Schools Division Superintendent
Co-Chair, Executive Mgt./Steering Committee


JINKY B. FIRMAN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/ National Teachers' Month Celebration 2024

X. SECRETARIAT & COMMUNICATIONS COMMITTEE

Chair: **DEARLY MAE B. CABOTE**

OSDS-SDS

Co-Chair: **MOIRA YSOBELLE U. LAMPON**

OSDS-SDS


Members:


- | | |
|---------------------------|-----------------|
| 1. Mary Joy C. Sagot | OSDS-Accounting |
| 2. John Darwin M. Jadulco | OSDS-Accounting |
| 3. Joi Oliver F. Bawi-in | OSDS-Cash |
| 4. Kim D. Uyanguren | OSDS-ASDS |
| 5. Carmina D. Retes | OSDS-HR |
| 6. John Oslec Bawi-in | OSDS-HR |
| 7. Mira Zafra | OSDS-HR |
| 8. Chadee Russ Saladas | OSDS-HR |
| 9. Chadee Marc Saladas | OSDS-Supply |

TERMS OF REFERENCE

The Committee is established to manage administrative tasks, communications, and information flow for the event.

1. Ensures efficient and effective communication, coordination, and administration within and outside the organization as well as with the Technical Working Committees of the event.
2. Ensures timely and accurate dissemination of information to members, stakeholders, and the public through various communication channels.
3. Facilitates internal communication among members, staff, and volunteers, fostering collaboration and information sharing.
4. Prepares communications as requested by various Technical Working Committees, especially on inviting guests/VIPs for the event.
5. Assists in the coordination of events, meetings, and programs by managing invitations, RSVPs, and logistics.
6. Maintains records of meeting minutes, agendas, and other relevant documents such as attendance and registration, etc.
7. Prepares budget proposal necessary for the committee for review and approval of the Executive Management/Steering Committee.
8. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
9. Performs other duties and responsibilities as needed or identified by the top management.


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CHAMPION
SECTION SDO PANABO CITY



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World Teachers' Day/National Teachers' Month Celebration 2024

XI. VIP STEWARDSHIP COMMITTEE

Chair: **DESIREE L. BARABAT**

SGOD

Co-Chair: **GLADY C. NOEL**

SGOD

Members:

1. Maria Ezcelmay Cabaylo
2. Moolien Jane Estimada
3. Rollyn Marie Dela Gente
4. Apple Dyan Boja
5. Chelsea Gwen Malabad

SGOD

SGOD

OSDS-DPSU


OSDS-Accounting


NG Galapin ES

TERMS OF REFERENCE

The Committee is established to oversee the preparation and management of leis and VIP experiences for the event.

1. Ensures that VIP guests and participants are accorded special recognition and experiences befitting their status and contribution.
2. Selects appropriate types of leis for VIP and presents budget proposal to the Executive Management/Steering Committee for review and approval.
3. Maintains an updated list of VIP guests, their preferences, and any special requirements, and submits the same to the Event Management Committee.
4. Establishes and communicates protocol and etiquette guidelines for interacting with VIPs during the event.
5. Ensures seamless delivery of leis and VIP experiences, coordinating with Secretariat & Communications Committee and Event Management Committee.
6. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
7. Performs other duties and responsibilities as needed or identified by the top management.


BASILIO P. MANAY JR., CESO VI
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World Teachers' Day/National Teachers' Month Celebration 2024

XII. SPONSORSHIP, WAYS & MEANS COMMITTEE

Chair: **ANA LIZA M. MENDOZA**

SGOD

Co-Chair: **ENGR. EDWIN B. VIRTUDAZO**

PTA

Vice-Chair: **ERNA O. LUMANDONG**

SGOD

Members:

1. Keren T. Luma
2. Maya Flaminda Juanich
3. Mary Ann P. Mariblanca
4. Marissa Marikit

SGOD

OSDS-Supply


PTA Federation


PTA Federation

TERMS OF REFERENCE

The Committee is established to manage sponsorships and outsourcing for the necessary needs of the event.


1. Secures sponsorships, donations, and strategies to support games, raffles, and entertainment for the event.
2. Identifies and approaches potential sponsors, negotiates sponsorship agreements, and ensures sponsor benefits are delivered.
3. Collaborates with the Games, Prizes & Giveaways Committee for seamless preparation of the prizes, gifts, and raffles.
4. Coordinates with the Event Management Committee for the smooth placement of sponsored gifts and prizes.
5. Coordinates with the Invitation, Awards, Certificate and Tokens Committee for gifts and tokens to guests, if there is/are any.
6. Cultivates relationships with donors and sponsors, providing them with updates on the impact of their contributions.
7. Prepares budget proposal necessary for the committee for review and approval of the Executive Management/Steering Committee.
8. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
9. Performs other duties and responsibilities as needed or identified by the top management.


BASILIO P. MANA-AY JR., CESO VI
Asst. Schools Division Superintendent
Co-Chair, Executive Mgt./Steering Committee


JINKY B. FIRMAN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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CCT 02 2024

RECORDS SECTION SDO PANABO CITY
BY 



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/ National Teachers' Month Celebration 2024

XIII. HEALTH & MEDICAL COMMITTEE

Chair: **ARLENE L. CHOI, MD**

SGOD

Co-Chair: **ANDROLA MARIE CABALLERO**

SGOD

Vice Chair: **MAE ANN LLANA**

SGOD

Members:

1. John Carlo Ceniza

SGOD

2. Elton Kadile

SGOD

3. Maria Suzette Flores

SGOD

4. Cris John Sumaya

SGOD


5. Hernani A. Resueño


SGOD

TERMS OF REFERENCE

The Committee is established to oversee and manage health and medical-related aspects of the event.

1. Ensures the health, safety, and well-being of participants, attendees, and staff during the event.
2. Coordinates medical support and first aid services during events, including the availability of qualified medical personnel and necessary medical supplies.
3. Develops and implements emergency response plans, including procedures for medical emergencies, evacuations, and communication protocols.
4. Ensures the availability and readiness of medical facilities or clinics on-site or ambulance nearby during events, as needed.
5. Monitors and ensures compliance with health and safety regulations and standards, including crowd management and sanitation.
6. Coordinates with the Marshalls & Protocol Committee and Event Management Committee for the smooth implementation of safety and emergency plan.
7. Prepares budget proposal necessary for the committee for review and approval of the Executive Management/Steering Committee.
8. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
9. Performs other duties and responsibilities as needed or identified by the top management.


BASILIO P. MANA-AY JR., CESO VI
Asst. Schools Division Superintendent
Co-Chair, Executive Mgt./Steering Committee


JINKY B. FIRMAN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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OCT 02 2024

RECORDS SECTION-SDO PANABO CITY
BY 



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
Telephone No: (084) 823-1469
Email: panabocity.division@deped.gov.ph

DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/National Teachers' Month Celebration 2024

XIV. PRESS & DOCUMENTATION COMMITTEE

Chair: **IRYHN E. PETALCORIN**

CID

Co-Chair: **PETER A. MIJARES**

CID

Vice Chair: **ARMANDO JR. O. AGUILON**

CID

Members:


1. Ken Harvey Famor
2. Marie Leonie Trinity Loyola
3. Alexis Cayamba
4. Kevin John Morales
5. Carlito Jr. C. Taclob
6. Geraldine G. Alegado
7. Panabo City Information Office


Kauswagan NHS
QNHS
Gredu ES
Manay NHS
Kasilak NHS
Cabili ES
External Partner

TERMS OF REFERENCE

The Committee is established to manage media relations, press coverage, and documentation of the event.

1. Ensures effective communication, media coverage, and documentation of the event.
2. Cultivates relationships with media outlets, journalists, and influencers to ensure coverage of the event.
3. Organizes and manages photography and videography teams to capture key moments and highlights of the event.
4. Oversees the organization's social media channels for real-time updates, engagement, and promotion.
5. Develops written, visual, and multimedia content for press kits, social media posts, and official documentation.
6. Arranges for live streaming or broadcasting of event proceedings for a wider audience.
7. Issues press passes and credentials to accredited media personnel for event access.
8. Develops a crisis communication plan to address unexpected incidents or challenges related to media coverage.
9. Arranges for post-event coverage, including follow-up stories, articles, and thank-you messages to media partners.
10. Prepares budget proposal necessary for the committee for review and approval of the Executive Management/Steering Committee.
11. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
12. Performs other duties and responsibilities as needed or identified by the top management.


BASILIO P. MANAY JR., CESO VI
Asst. Schools Division Superintendent
Co-Chair, Executive Mgt./Steering Committee


JINKY B. FIRMAN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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Telephone No: (084) 823-1469
Email: panabocity.division@deped.gov.ph

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OCT 02 2024

CHAMPION

SECTION 5, SDO PANABO CITY

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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/National Teachers' Month Celebration 2024

XV. MARSHALS & PROTOCOL COMMITTEE

Chair: **REYNALDO DEOCAMPO JR.**
Co-Chair: **MYRNA E. PURIFICACION**
Vice Chair: **CELESTINO E. REVAMONTE JR.**
Members:

1. Teresa S. Baguio
2. Jessa Sanchez
- BOY SCOUTS OF THE PHILIPPINES (PCSHS)**
3. Airah Khee Bendigo
4. Patricia Mae Eltagonde
5. Shine Secretaria
6. Stella Mariz Grancho
7. Katrina Marie Salupado
8. Andrea Gementiza
9. Jhon Dave Abude
10. Jay Mark Valdez
11. Aizelle Ciano
12. Vanesh Jane Vitorill
13. Reign Danica Taghoy
14. Paula Jane Rio
15. Samantha Jane Gilhang

CID
PCSHS
CID

PCSHS
PCSHS

16. Michael Angelo Lacson
17. Faye Carpentero
18. Erika Rule
19. Tresha Pacon
20. Dianah Nicole Ceballos
21. Heart Luke Jared S.Bitor
22. Precios Mae Baay
23. Joshua Daya
24. Prince Matthew Dalupe
25. Terence Panaginit
26. Mark Lahaolahao
27. Alluska Importante

TERMS OF REFERENCE

The Committee is established to oversee marshaling, crowd control, and protocol during the event.

1. Ensures the safe and orderly conduct of activities, provides guidance and assistance to participants and guests, and upholds protocol standards during the event.
2. Develops a comprehensive marshaling plan outlining roles, responsibilities, and deployment strategies for marshals.
3. Ensures the safe and orderly movement of participants, attendees, and vehicles within event venues and surrounding areas.
4. Establishes and communicates protocol and etiquette guidelines for interacting with dignitaries, guests of honor, and VIPs.
5. Implements safety measures, including barricades, signage, and emergency procedures, to manage crowds effectively.
6. Establishes clear channels of communication between marshals, Event Management Committee, Health & Medical Committee, and relevant authorities such as PNP, BFP, CDRMO, CTMO, etc.
7. Manages lost and found items and coordinate their return to owners.
8. Prepares budget proposal necessary for the committee for review and approval of the Executive Management/Steering Committee.
9. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
10. Performs other duties and responsibilities as needed or identified by the top management.

BASILIO P. MANA-AY JR., CESO VI
Asst. Schools Division Superintendent
Co-Chair, Executive Mgt./Steering Committee

JINKY B. FIRMAN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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SECTION 500 PANABO CITY



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/ National Teachers' Month Celebration 2024

XVI. RESTORATION COMMITTEE

Chair: **RAUL E. GACUS**

Co-Chair: **ENGR. ERIC S. VALENCIA**

Members:

1. Jekyll Parreño
2. Yolly Yangke
3. Alvin Gacus
4. Jaynard Cuñado
5. Rodrigo Casona Jr.
6. Ryan Flores


OSDS-Admin
SGOD


OSDS-Admin
OSDS-Admin
OSDS-Admin
OSDS-SDS
OSDS-ASDS
OSDS-ASDS

TERMS OF REFERENCE

The Committee is established to oversee and manage the restoration and cleanup efforts for the event.

1. Develops a detailed plan for the restoration and cleanup process, including timelines, tasks, and resource allocation.
2. Collaborates with other Technical Working Committees for smooth and orderly restoration process.
3. Organizes and manages cleanup crews, ensuring they are equipped and briefed on the tasks at hand.
4. Arranges for proper waste disposal, recycling, and removal of debris generated during the event.
5. Implements eco-friendly practices in the restoration process to minimize environmental impact.
6. Prepares budget proposal necessary for the committee for review and approval of the Executive Management/Steering Committee.
7. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
8. Performs other duties and responsibilities as needed or identified by the top management.


BASILIO P. MANAY JR., CESO VI
Asst. Schools Division Superintendent
Co-Chair, Executive Mgt./Steering Committee


JINKY B. NIRMÁN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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RECORDS SECTION-SDO PANABO CITY

BY 



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION TECHNICAL WORKING COMMITTEES
World Teachers' Day/ National Teachers' Month Celebration 2024

XVII. THANKSGIVING MASS COMMITTEE

Chair: **JAIME C. CARLOM**

CID

Co-Chair: **MARIA PERPETUA ANGELITA G. SUELTO**

CID


Members:


- | | |
|----------------------|---------------------|
| 1. Erick Dalumpines | SGOD |
| 2. Juliet D. Raganas | CID |
| 3. Julius I. Suelto | San Vicente ES |
| 4. Julius B. Juen | Sto. Niño ES |
| 5. Ruel Ramos | Datu Abdul Dadia ES |
| 6. Edwina Saladas | ALS |
| 7. Aneriam Ramos | ALS |
| 8. Leah Salvacion | ALS |
| 9. Elgen Lanzaderas | San Vicente ES |

TERMS OF REFERENCE

The Committee is established to organize and oversee the Thanksgiving Mass event, ensuring a meaningful and engaging experience for all attendees.

1. Organizes the logistics of the mass, including date, time, and location.
2. Collaborates with clergy and church officials for liturgical needs.
3. Recruits and assigns tasks to volunteers for liturgical needs.
4. Ensures all necessary materials (e.g., candles, lectionary, hymns, missal) are available.
5. Prepares budget proposal necessary for the committee for review and approval of the Executive Management/Steering Committee.
6. Submits liquidation report with necessary enclosures to the Finance & Disbursing Committee.
7. Performs other duties and responsibilities as needed or identified by the top management.


BASILIO P. MANAY JR., CESO VI
Asst. Schools Division Superintendent
Co-Chair, Executive Mgt./Steering Committee


JINKY B. FIRMAN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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RECORDS SECTION, SDO PANABO CITY

BY 

EVENT MANAGEMENT COMMITTEE

Chair: **DJHOANE C. AGUILAR**

Co-Chair: CAROLYN M. ARADO

Members: GLENN A. PATRIARCA, FELICIANO S. CATBAGAN, JOHANNA P. LINTERNA, MAC DONALD P. JABONILLO, KER DENZEL INFUESTO, LEA JANE ISLETA

PROGRAM HOSTS: FELICIANO S. CATBAGAN, JOHANNA P. LINTERNA, KER DENZEL INFUESTO, LEA JANE ISLETA

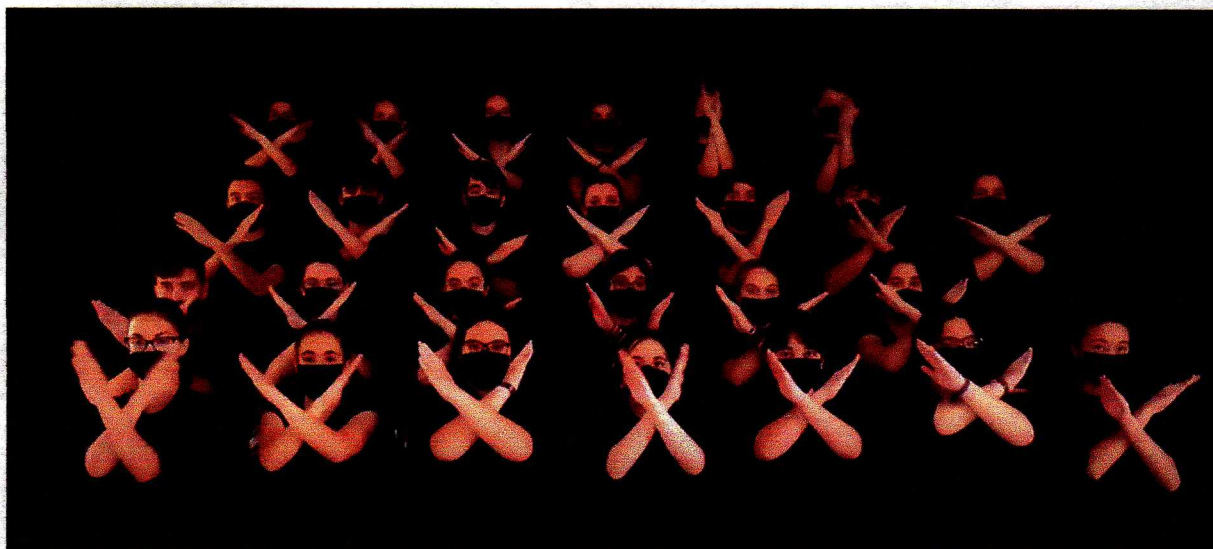
PROGRAM FLOW:

ACTIVITY	ESTIMATED TIME	TIME ALLOTMENT
1. Arrival and Settling in	7:00 – 8:00	1 hr.
2. Mass	8:00 – 9:00	1 hr.
3. WTD Program <ul style="list-style-type: none">a. Preliminaries (PCNHS Ensemble)b. Messages (SDS, RD, Mayor, Congressman, Governor)c. Intermission Numbers (winners during Panabolympics Solo, Duet, & Retro Dance)	9:00 – 10:00	1 hr
4. TALK: Cognitive Flexibility and Adaptability to Change (Dr. Jinky B. Firman, CESO VI)	10:00-11:00	1 hr
5. Raffle Draw – Minor Prizes: Pre-drawn (shown on screen)	11:00 – 11:30	30 min
6. Lunch (with Division Band playing)	11:30 – 12:45	1 hr 15 min
7. Group Competitions: PCD, PND, PSD1, PSD2, Secondary, ALS, Private <ul style="list-style-type: none">a. Tutting Galingb. Zumbattle	12:45 – 2:15	1hr 30 min including set up and transitions
8. Games	2:15 – 3:00	45 min
9. Raffle Draw – Major Prizes: Drawn Live	3:00 – 3:40	40 min
10. Acknowledgment & Awarding of Certificates of Recognition	3:40 – 4:00	20 min
11. Announcement of Winners and Awarding	4:00 – 4:20	20 min
12. Closing Remarks and Prayer	4:20 – 4:30	10 min

GROUP COMPETITIONS:

1. TUTTING GALING!

Tutting: A hip hop dance style that emphasizes the body's ability to create geometric shapes (such as boxes) and movements; predominantly with the use of 90 degree angles. It generally focuses on the body's extremities such as arms, hands and fingers.



Mechanics & Guidelines:

1. There shall be 20-25 participants per district/cluster, regardless of gender or age. One lead dancer is allowed, yet optional.
2. Each group is given a maximum of 6 minutes to perform, including the ingress and egress. Any group that performs beyond this time shall be deducted with 1 point per 20 seconds.
3. All groups shall use at least a 3-minute non-medley song. Audio effects to enhance the music are allowed.
4. No backdrop or handheld props is allowed.
5. Stationary chairs or platforms are allowed, provided that participants themselves shall bring and carry them to and from the performance area.

Criteria:

1. Choreography: Creativity & Variety – 30%
2. Synchronization: Timing & Coordination – 30%
3. Routine: Degree of Difficulty – 20%
4. Execution: Overall Impression – 20%

B. ZUMBATTLE

Zumba: A Latin-inspired dance workout or a fitness program consisting of dance and aerobic exercise routines— and it's all about having fun.



Mechanics and Guidelines:

1. There shall be 25 participants per district/cluster that is divided into 5 subgroups:
 - a. 5 School Heads, regardless of age
 - b. 5 teachers, 50 years old and above
 - c. 5 teachers, 40-49 years old
 - d. 5 teachers, 30-39 years old
 - e. 5 teachers, 29 years old and below
2. Each district/cluster shall wear the Division Unified Shirt, an appropriate bottom (shorts, leggings, mini skirt, etc.) and rubber shoes.
3. All performers will follow an invited zumba instructor.
4. In the performance area, each district/cluster shall form 1 line, arranged according to the subgroups indicated in #1.
5. All participants will join the warmup exercise for 2 minutes. Then, the 1st subgroup will advance to perform for 2 minutes and thereafter transfer to the back of the line, giving way to the next subgroup. The same procedure will be followed until the last subgroup's performance. Finally, all participants shall join in the cooldown exercise.

Criteria:

Judged per Sub-group: (15% x 5 subgroups = 75%)

1. Execution: Projection/Passion – 5 %
2. Stamina: Energy/Power – 5%
3. Synchronization: Timing/Coordination – 5%

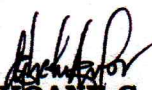
Judged as a Group:

4. Synchronization: Timing/Coordination – 15%
5. Performance: Overall Impression – 10%

BUDGET NEEDS: 25,000.00

1. Prizes – P24,000
 - a. Tutting Galing: cash or gift items for 1st, 2nd, & 3rd placers (12,000.00)
 - b. Zumbattle: cash or gift items for 1st, 2nd, & 3rd placers (12,000.00)
2. Love Gift for Zumba Instructor: P1,000

Prepared by:


DJHOANE C. AGUILAR
EPS/Chair

Approved by:


JINKY B. FIRMAN PhD, CESO VI
OIC-Schools Division Superintendent

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RECORDS SECTION SDO PANABO CITY

BY 

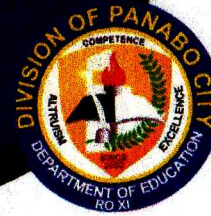
A PRAYER FOR TEACHERS

Giver of All Wisdom and Greatest of all Teachers,
Look upon our teachers with love
Grant them the resolve
To nurture our eager minds
And to never give up on us who fall behind
Bless their hearts
For they rejoice when we succeed And encourage
us when we fail
Endow them with gentle patience
For the path of learning is never easy
Kindle a spirit of passion in them
It is the flame that ignites the love of learning in us
Help them see the potential in each student
Their belief in us means much more than the
grade we make
Instill in them a commitment to keep on learning
It shows us to not fear new knowledge and
experiences

Inspire them to touch the future
They influence how big a dream we dream for
ourselves
Bless our teachers who have come before for their
work endures to this day
Let the light of Your example shine upon all
teachers: To build up with their words

To love with their mind To share with their heart
Amen.

Appreciation
Admiration
Approval
Attention



World Teachers' Day

National Teachers' Month

2024

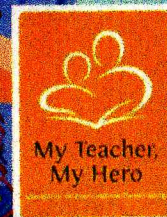
Culmination Program

Panabo Multipurpose Tourism, Cultural, and Sports Gymnasium
October 4, 2024

This serves as your invitation
and Program

JANWARIO E. YAMOTA

Chief ES - CID





WORLD TEACHERS' DAY PROGRAMME



7:00 - 8:00 AM

8:00 - 9:00 AM

9:00 - 10:00 AM

Preliminaries

Opening Salvo

Welcome Message

Messages

Intermission Number

Messages

Special Number

10:00 - 11:00 AM

11:00 - 11:30 AM

11:30 - 12:45 PM

12:45 - 2:15 PM

2:15 - 3:00 PM

3:00 - 4:00 PM

4:00 - 4:30 PM

4:30 - 5:00 PM

5:00 PM Closing Prayer

Arrival and Settling in

Holy Mass

WTD Program Proper

Prayer for Teachers, National Anthem,
Panabo City Hymn, and DepEd Panabo City
Hymn by PNCHS Ensemble

Retro Dance - Yellow Titans

BASILIO P. MANA-AY JR., CESO VI
Assistant Schools Division Superintendent

ALLAN G. FARNAZO

DepEd Regional Director, Region XI

REBONFAMIL R. BAGUIO

DepEd Assistant Regional Director, Region XI

HON. JOSE E. RELAMPAGOS

Mayor, Panabo City

Solo by Catherine Sardiña

HON. ALLAN DUJALI

Congressman, 2nd District of Davao del Norte

HON. EDWIN I. JUBAHIB

Governor, Province of Davao del Norte

Isang Pangarap: DepEd Theme Song
by PCNHS Ensemble

TALK: Cognitive Flexibility and
Adaptability to Change

JINKY B. FIRMAN PhD, CESO VI

OIC - Schools Division Superintendent

Raffle Draw - Minor Prizes

Lunch

In Show: Panabo City Division Band

Group Competitions

- a. Tutting Galing
- b. Zumbattle

Games

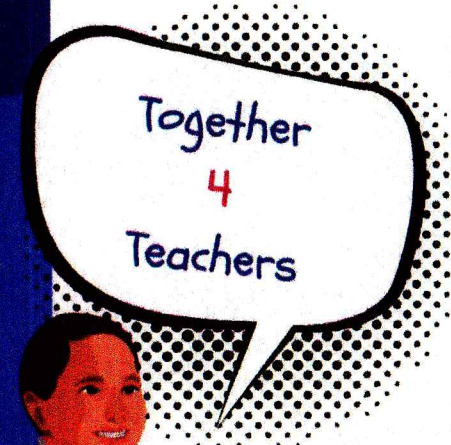
Raffle Draw - Major Prizes

Acknowledgment and Awarding
of Certificates of Recognition

Announcement of Winners

JULIUS I. SUELTO

Principal III - San Vicente ES



HOSTS

FELICIANO S. CATBAGAN

JOHANNA P. LINTERNA

KER DENZEL INFIESTO

LEA JANE M. ISLETA

"I am a Teacher"

by Dioscoro Vicentino

I am a teacher a purveyor of truth and light
I am a teacher I was born to improve mankind
It's my duty to enlighten the world
And guide the young to the path of the Lord
I am a teacher, I must teach what is good and
right

I am a teacher, I must live what I preach in life
As a model citizen of the world
I must in thoughts, words and deeds be so
good.

In the children I write the future
In the learning I find great joy
I may never sit on a throne
But I am contented, my life is full
Yes, I am a teacher

I must brave all the roaring waves
And the fury of the rivers and windy seas
I must climb on up the mountains and hills
Where children there wait for my love and
care

In the mountain or in the city
On an island where I may be
I shall keep on bringing the light
And live as teacher until I die





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent


LIST OF DEPED BAND PERFORMERS


(2024 World Teachers' Day/National Teachers' Month Division Celebration)

1. Cristy Ann R. Cordova	-	Vocals	AOFNHS
2. Gerika Aiko B. Dumanayos	-	Vocals	SVNHS
3. Carmela Mia Dacalus	-	Vocals	SDNHS
4. Glenn B. Patriarca	-	Vocals	LPNHS
5. Peter A. Mijares	-	Drums	SDO
6. Neo Carlo R. Magno	-	Drums	SDO
7. Avelino D. Bitang	-	Saxophone Alto	SDO
8. Edralin Gumilan	-	Bass Guitar	Sta. Cruz ES
9. Teodoro Junior Ayuban	-	Acoustic Guitar	PCNHS
10. Kane Alegado	-	Bass Guitar	SVNHS
11. Ronito Alba	-	Lead Guitar	Rizal ES
12. Elgen Lanzaderas	-	Keyboard/Organ	San Vicente ES
13. Ruel B. Ramos	-	Rhythm Guitar	Datu Abdul ES
14. Reynaldo Deocampo Jr.	-	Band Lead	SDO

OTHER PERFORMERS

- PanabOlympics Season 3 Retro Dance Champion – Yellow Titans
- Panabo City National High School (PCNHS) Ensemble
- PanabOlympics Season 3 Vocal Solo Champion – Catherine Sardiña



BASILIO A. MANA-AY JR., CESO VI
Asst. Schools Division Superintendent
Co-Chair, Executive Mgt./Steering Committee


JINKY B. FIRMAN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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RECORDS SECTION-SDO PANABO CITY

BY 




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY


Office of the Schools Division Superintendent

DIVISION SUPPORT STAFF

1. Riza Hingpit
2. Gizelle Rado
3. Rex Aniscal
4. Jeneces Grace Bucan
5. May Jerrylen Matulin
6. Jessa Dumalag
7. Janez Bungabong
8. Sheila Mae Lapasa
9. Kathleen Faye Pedral
10. Evangeline Tabigue
11. Emma Taculin
12. Lyngelou Arellano
13. Shernny May Campo
14. Jennifer Jumalon
15. Ma. April Joie Discaya
16. Diomedes Cabrero Jr.
17. Cresencio Laurito
18. Marian Uniforme
19. Geraldine Morfe
20. Jhonna Jaban
21. Ma. Sarah Lecong
22. Apple Dyan Boja
23. Jezziel Montefolka
24. Rowena Verallo
25. Andrade Jenybel
26. Marianne Juen
27. Sue Anne Toteca
28. Jiselle Mijares
29. Vanessa Bigay
30. Mariel Montajes
31. Jennelyn Carisma

NOTE: With provision of WTD/NTM Polo Shirt.


BASILIO P. MANA-AY JR., CESO VI
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Co-Chair, Executive Mgt./Steering Committee


JINKY B. FERMAN PhD, CESO VI
OIC-Schools Division Superintendent
Chair, Executive Mgt./Steering Committee

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providing quality education, MATATAG for all.

