



23-04628

Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 25, 2023

DIVISION MEMORANDUM  
**No. 0030, s. 2023**

**CONDUCT OF 1<sup>st</sup> DIVISION JOINT MANCOM MEETING cum SALAMAT PAALAM PROGRAM**

To : Chief, Curriculum Implementation Division  
Education Program Supervisor in MAPEH  
Public Schools District Supervisor  
School Heads  
Section heads  
All Others Concerned

1. The field is hereby informed of the conduct of the 1<sup>st</sup> Joint Division Management Committee Meeting cum Salamat Paalam Program on February 9, 2023 from 8:00AM – 5:00PM at a venue to be announced on a separate advisory pending the completion of procurement process. Participants to this activity are all Elementary and Secondary School Heads, and identified Division Office Personnel.
2. Further, members of the Division Production Team are advised to closely coordinate with this office through Ms. Liezl S. Josol for the different tasks and assignments. There will be pre-planning activities that will be conducted prior to the actual event. Please refer to the attachments for the schedule of activities.
3. Travel and other incidental expenses of participants shall be charged to their respective School/Division MOOE while meals, cost of the lease of venue, and other logistics shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
4. In participating in the different Deped Programs, Projects, and Activities (PPAs), the Equal Opportunities Principle (EOP) and strict safety and health protocols shall be observed at all times.
5. Immediate dissemination of this memorandum is desired



For the Schools Division Superintendent:  
*[Signature]*  
**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

SGOD/gpt



List of the Technical Working Group:

Name	Office	Responsibility
Elvin Anahao	Records	Video Editor/Cameraman
Paul Arsolon	ICT	Focal Person- Tech Team
Franklin Maynucas	ICT	Video Editor/Cameraman
Eldito Loqueño	Records	Video Editor/Cameraman
Neil Edward Diaz	CID	Host
Mary Kristine Sagot	SGOD	Host
Joana Mari Borbon	Personnel	Floor Director
Mary Grace Banzon	Accounting	Stage Manager
Queen Claire Arena	Accounting	Stage Manager
Romela Pangandoyon	SGOD	Logistics
Gay Taguiran	SGOD	Logistics
Norhan Jalmaani	SGOD	Logistics
Allen Guilaran	CID	Journalist Learners and Teachers Coordinator
Ana Redaniel	CID	SPED Coordinator
Eric Indie	CID	Choreographer -Opening Salvo
Dominic Dizon	CID	Choreographer – Finale Dance

Matrix of Activities:

Activity	Date	Venue
Conference with the TWG	January 27, 2023	Division Conference Hall
Follow-Up Conference	February 1, 2023	Division Conference Hall
Preparation of AVPs	February 2-7, 2023	Respective Offices
Tech Run	February 8, 2023	Actual Venue

Prepared by:

  
**LIEZL S. JOSOL**  
 Education Program Supervisor

