



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

JEMED DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
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 Date: 1-31-22 10:24 AM

Office of the Schools Division Superintendent

January 27, 2022

DIVISION MEMORANDUM
 No. 113, s. 2022

**DIVISION PRODUCTION TEAM MATRIX OF ACTIVITIES IN PREPARATION
 FOR THE TESTIMONIAL PROGRAM OF PSDS SARAH CUBAR**

To: Public Schools District Supervisors
 Division Section Heads
 All Others Concerned

- Relative to the conduct of the retirement and testimonial program for PSDS Sarah Cubar, the identified members of the Division Production Team will observe the following matrix of activities, to wit;

Activity	Date	Venue/Platform
Division Prod Team Conference	January 28, 2022	Via Zoom
Rehearsals & Video Shoot for the Social Dance Performers	February 17-18, 2022 & February 22-23, 2022	Kapalong NHS
Recording of Shemaia Concepcion & Jaymart (Prayer & Intermission No)	February 7, 2022	Sto. Tomas NHS
AVPs Preparation	February 7-23, 2022	Respective Stations
Virtual Tech Run	February 27, 2022	Via Zoom
Studio Set-Up	February 27, 2022	Division Conference Hall
D-Day Tech Set-Up & Tech Run Testimonial Program	February 28, 2022 8:00am 1:30pm	Division Conference Hall

- Teacher-participants (Division Prod Team), in-charge of the studio set-up which falls on a Sunday shall be entitled to service credits per DepEd Order No. 53, s. 2003.
- List of the participants is enclosed in this memorandum.
- Likewise, the participants are required to strictly observe the health protocols as prescribed by the IATF during this time of pandemic.
- In the conduct of this activity, it is expected that Equal Opportunity Principle (EOP) Performance goals and requirements must be made in such a way to recognize universal equality of individuals regardless of gender, religion, ethnicity, and political affiliation.
- Immediate dissemination of this memorandum to the concerned is desired.

DEE D. SILVA, DPA, CESO V
 Schools Division Superintendent

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Address: Mankilam, Tagum City, Davao del Norte
 Telephone Number: (084) 216-6742 | Telefax (084) 216-6506
 Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte



For The Schools Division Superintendent

REBECCA C. SAGOT
 Assistant Schools Division Superintendent

(Enclosure the DM no. ____ s. 2022, entitled: DIVISION PRODUCTION TEAM MATRIX OF ACTIVITIES IN PREPARATION FOR THE TESTIMONIAL PROGRAM OF PSDS SARAH CUBAR)

Identified Members of the Division Prod Team to report at the venue on the Dday:

Name	School	Task
Joash Gementiza	Lomondong ES	Streaming Manager/ Controller
Junery Tabal	Macgum IS	Video Compiler
Cherwel Jake Maque	Baltazar Nicor NHS	Cameraman/Prompter
Joey Mamon	Kapalong NHS	Audio
Marianne Calma	Kapalong NHS	Stage Manager
Karl Jose Ibarrientos	Sto. Tomas NHS	Emcee
Wendie Cagadas	Sto. Tomas NHS	Emcee
Rene Marco Sulamin	Sto. Tomas NHS	Floor Director
Cheryl Rayon	Alejal ES	Technical Director
Liezl J. Moquia	CID	Creative Director

The following members of the Division Prod Team/SGOD to work on the pre-prod in their respective stations/venue, to wit;

Name	School/Office	Task
Ervin Rey D. Abao	Tubod NHS	Photo/Video Editor
Cherwel Jake B. Maque	Baltazar Nicor NHS	Photo/Video Editor
Junery B. Tabal	Macgum IS	Streaming Audience Manager
Kirk Allen B. Veloso	Liguyon ES	Photo/Video Editor
Marven D. Asilo	Sto. Tomas NHS	Photo/Video Editor
Rene Marco Sullamin	Sto. Tomas NHS	Host/Concept Ass't Director
Jaymart Albite	Sto. Tomas NHS	Music Director
Karl Jose Ibarrientos	Sto. Tomas NHS	Host/Concept Director
Gryndell June Binasbas	Datu Balong NHS	Studio Set- Up
Donna Mae Fernandez	New Corella NHS	Studio Set-Up
Marla Grace Abdulgani	New Corella NHS	Studio Set-Up
Maylody Licayan	New Corella NHS	Studio Set-Up
Wendie C. Cagadas	Sto. Tomas NHS	Script Writer
Walter Willy D. Batosalem	Sto. Tomas NHS	Concept Ass't Director
Shemaia Concepcion	New Camiling ES	Singer
Marianne Calma	Kapalong NHS	Performer
Jericho Rey Natividad	Ramon S. Segundo Sr. NHS	Performer
Phillip John Relacion	Kapalong NHS	Performer
Lea Jane Delma	Kapalong NHS	Performer
Sheila Mae Mag-aso	Kapalong NHS	Performer
Rain Delma	Magwawa IS	Performer
Gay P. Taguiran	Division Office	Logistics
Romela T. Pangandoyon	Division Office	Logistics/ Activity Design Preparation
Jillian April A. Casal	Division Office	Program Printing & Distribution/Logistics
Liezl J. Moquia	Division Office	Creative Director

For The Schools Division Superintendent

REBECCA C. SAGOT
 Assistant Schools Division Superintendent

