



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

November 29, 2023

DIVISION MEMORANDUM
No. 0438, s. 2023

**ADDENDUM TO DM 0431, s. 2023 ON THE PROGRAM IMPLEMENTATION
REVIEW CUM YEAR-END TEAM BUILDING OF DEPED
DAVAO DEL NORTE NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief Education Program Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads
Division Section Heads
All others concerned

1. This has relation to the Division Memorandum No. 0431, s. 2023 on the conduct of Program Implementation Review (PIR) cum Year-End Team Building of DepEd Davao del Norte Non-Teaching Personnel on December 6-7, 2023 at Sea World Oasis Resort, Brgy. Magnaga, Pantukan, Davao de Oro. The motif of the attire shall be **Bohemian/Boho** with a touch of the color of your team.
2. In connection, there shall be an exchanging of gifts with an amount of P300.00. The gift shall be unisex.
3. Attached herewith also is the list of committees and its members who shall serve as the technical working group in the preparation for, during the conduct of, and after the said event.
4. Further, there shall be **contests** that will be participated by each team during the activity of which mechanics and criteria are stipulated in the attachment.
5. Everyone is advised to participate in this event on official business. All travel and other related expenses incurred by the management and the participants in the conduct of this activity shall be chargeable to the Division MOOE subject to the usual accounting and auditing rules and regulations.
6. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.



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7. Immediate dissemination of this Memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent


RAMEL M. PILO
Chief, SGOD



Enclosed: As stated.



PIR and Year-end Team Building

December 6-7, 2023

Matrix of Activities

Theme: Bohemian/Boho

Date	Time	Activity	Persons-in-charge/ Facilitator
Dec. 6, 2023	8:00am – 9:00am	Travel to Venue	
	9:00am – 10:00am	Registration	Secretariat
	10:00am-11:00am	Free Time	
	11:00am – 12:30pm	Lunch	
	12:30pm – 1:00pm	Opening Program	TWG
	1:00pm – 2:00pm	Program Implementation Review	Ramel M. Pilo Chief ES, SGOD
	2:00pm – 3:00pm	Breakout Session	Per Functional Division
	3:00pm – 3:30pm	Closing Program	TWG
	3:30pm – 4:00pm	Preparation for Team Building Activities	TWG
	4:00pm – 5:00pm	Team-Building Activities	NEU
	5:00pm – 6:00pm	Free Time	
	6:00pm – onwards	Dinner and Socials	TWG
	Dec. 7, 2023	6:00am – 8:00am	Rising
8:00am – 10:00am		Breakfast	
10:00am – onwards		Travel Home	

CONTEST MECHANICS

A. Music Video Spoof

1. This is open to all male and/or female non-teaching personnel of the Division of Davao del Norte.
2. Each team must have an entry.
3. Performers will perform an impromptu music video spoof.
4. Music video to be spoofed will be determined through draw lots.
5. Each entry will be given 10 minutes to practice.
6. The performers will perform while the music video is also playing in the background.
7. Each team may use props of their choice except for sharp and deadly objects. Use of flames and of pyrotechnics are also not allowed.
8. Criteria for judging:
 - Accuracy of Spoof 35%
 - Entertainment Value 35%
 - Overall Presentation 20%
 - Audience Impact 10%

B. Long Tail

1. This is open to all male and/or female non-teaching personnel of the Division of Davao del Norte
2. Each team must have an entry of either male or female representative.
3. This is a game of bragging. Each team representative will be given equal chances to speak out their accomplishments, teammates, or anything that they would like to brag about their group.
4. Visayan language is the primary medium although other languages or dialects can be used.
5. Inappropriate, indecent, vulgar, and use of foul words are strictly prohibited.
6. The winner is determined by the decision of the judges.
7. Criteria for Judging:
 - Humor – 40%
 - Creativity – 15%
 - Content, flow, delivery – 30%
 - Audience Impact – 15%

C. Cheerful Choreo Clash

1. This is open to all male and/or female non-teaching personnel of the Division of Davao del Norte.
2. Each team must have an entry consists of at least 60 members of the group.
3. Each entry must perform a minimum of 3 minutes and a maximum of 5 minutes presentation. 1-minute undertime and overtime shall correspond to a 1-point deduction to the overall score.

4. The presentation must consist of at least 1 minute of yell/cheers. The remaining time shall be allotted to dance presentation of their choice.
5. The presentation shall be a cheerful choreography.
6. Each team may use props of their choice except for sharp and deadly objects. Use of flames and of pyrotechnics are also not allowed.
7. Criteria for Judging:
 - Choreography (creativity, originality, style) 35%
 - Execution (timing, coordination, and projection) 30%
 - Entertainment Value 15%
 - Costume & Props 10%
 - Overall Presentation 10%

D. Your Face Sounds Familiar

1. This is open to all male and female non-teaching personnel of the Division of Davao del Norte.
2. Each team must have an entry consists of 3 or more members.
3. Each team shall select a group performance/artist to impersonate.
4. The chosen artist shall be submitted to the technical working group on or before November 30, 2023 in order to avoid similarity.
5. The participating team will perform a lip sync performance with audio from the artists/group they have chosen.
6. Each team may use props of their choice except for sharp and deadly objects. Use of flames and of pyrotechnics are also not allowed.
7. Inappropriate, indecent, vulgar, and provocative costumes are strictly prohibited.
8. Criteria for judging:
 - Characterization (Accuracy of character portrayal) – 35%
 - Lip Sync Ability – 30%
 - Entertainment Value – 25%
 - Overall Performance – 10%

PROGRAM IMPLEMENTATION REVIEW cum YEAR-END TEAM-BUILDING ACTIVITIES

December 6-7, 2023

EXECUTIVE COMMITTEE

Chairperson : Reynaldo B. Mellorida, CESO V
Co-chairperson : Rebecca C. Sagot, CESO VI
Members : Ramel M. Pilo (Chief ES, SGOD)
Eduard C. Amoguis (Chief ES, CID)

ORGANIZING COMMITTEE

Chairperson : Reynaldo B. Mellorida, CESO V
Co-chairperson : Rebecca C. Sagot, CESO VI
Members : Ramel M. Pilo (Chief ES, SGOD)
Eduard C. Amoguis (Chief ES, CID)
Executive Chairpersons : Rosalinda N. Dionio
Gay P. Taguiran

Technical Committee

Executive Chairperson : Reynaldo B. Mellorida, CESO V
Executive Co-chairperson : Rebecca C. Sagot, CESO VI
Members : All Sub-committee chairpersons
& Co-chairpersons

1. Secretariat

Chairperson : Rosalinda N. Dionio
Co-chairperson : Relyn B. Gallardo
Member : Gay P. Taguiran
June Angelo A. Mercado

1a. Registration

*Alberto Jr. Sumaoy
Nikki C. Escodero*

1b. Production of Certificates, Tokens, and Plaques

*Rica Lay Veronica Necessario
Kristine Marie Sumayang*

1c. Correspondences (Letters, Invitations, Memorandum)

June Angelo A. Mercado

1d. Coordination

*Relyn B. Gallardo
Joanna Mari C. Borbon*

1e. Layout Artists (Tarp, Plaque, and Program)

*Elvin A. Anajao
Jan N. Gabero*

1f. Leis

Crystal Faye Sumatra

A. Facilitating Committee

Executive Chairperson	:	Reynaldo B. Mellorida, CESO V
Executive Co-chairperson	:	Rebecca C. Sagot, CESO VI
Executive Vice-chairpersons:		Ramel M. Pilo (Chief, SGOD) Eduard C. Amoguis (Chief, CID)
Members	:	All Sub-committee chairpersons & Co-chairpersons
1. Lights, Sounds, DLP		
Chairperson	:	Paul E. Arsolon
Co-chairperson	:	Franklin N. Maynucas
2. Hall/Stage/Ground/Preparation, Decoration, & Restoration		
Chairperson	:	Relyn B. Gallardo
Co-chairperson	:	Rica Lay Veronica Necessario
Members	:	Jerex Jacinto John Bert Batiao Ejay Magadan
3. Billeting		
Chairperson	:	Rosalinda N. Dionio
Co-chairperson	:	Joanna Mari C. Borbon
Members	:	Filipinas Macaso Jeremiah Cubar Jun Rey Jimena
4. Food		
Chairperson	:	Ma. Juliet M. Carcallas
Co-chairperson	:	Judy Mae Besonia
Member	:	Herbert Miras
5. Ways and Means		
Chairperson	:	Romela T. Pangandoyon
Co-chairperson	:	Norhan C. Jalmaani
Members	:	Jillian April A. Casal Mary Kristine C. Sagot
6. Media and Documentation		
Chairperson	:	Paul E. Arsolon
Co-chairperson	:	Neil Edward C. Diaz
Member	:	Franklin N. Maynucas
7. Health and Medical Committee		
Members	:	All School Health Services personnel
8. Drivers		
	:	Rey B. Mascariñas Arturo A. Salva Guillermo L. Cadusale Jr. Peter B. Gaum Dennis Dueñas

B. Event Committee

- | | | |
|---------------------------|---|--|
| Executive Chairperson | : | Reynaldo B. Mellorida, CESO V |
| Executive Co-chairperson | : | Rebecca C. Sagot, CESO VI |
| Members | : | All Sub-committee chairpersons
& Co-chairpersons |
| 1. Events and Programs | | |
| Chairperson | : | Romela T. Pangandoyon |
| Co-chairperson | : | Danilo Jr. Q. Lumayno |
| Member | : | June Angelo A. Mercado
NEU Officers |
| 2. AVPs | | |
| | : | Franklin N. Maynucas
Elvin A. Anajao |
| 3. Team Building Activity | | |
| Chairperson | : | Marivic Baco |
| Co-chairperson | : | Lyndee M. Sagaral |
| Members | : | Mary Jane Cabrera
Jenny Quino-Saldova
James Roi Andres |

Tasks and Functions

1. Secretariat

- ✓ Take Charge of the coordination with other offices and dissemination and sending out of letters and communications.
- ✓ Draft letters, invitations, and other correspondence in view of the 2023 CSC Celebration.
- ✓ Prepare Attendance sheet
- ✓ Take charge of the registration of participants
- ✓ Take charge of the lay outing and printing of certificates, plaques, and tarpaulins
- ✓ Prepare Leis for the Guests
- ✓ Perform other tasks that may be assigned by the Executive Committee

A. Facilitating Committee

1. Lights and Sounds, DLP

- ✓ Ensure availability of the Functional Sound System, DLP.
- ✓ Coordinates with the Programs and Events Committee as to the requirements during the technical-run and program proper.

2. Hall/Stage/Mess Hall Preparation, Decoration & Restoration

- ✓ Takes charge of the maintenance of the Physical Preparation and Restoration
- ✓ Coordinates with the Programs and Events Committee as to the requirements of the stage, grounds, and venues for the event.
- ✓ Prepares ground, hall, stage, and other physical and logistical requirements

- ✓ Prepares a checklist to ensure that all requirements/needs of the function are well attended prior to the function.
 - ✓ Ensures that all equipment, paraphernalia, fixtures, add-ons, etc. used during the function are well accounted for after the function.
3. Food
- ✓ Ensures the provision of food/meals for the participants.
 - ✓ Coordinates with the Health and Medical Committee to ensure food safety and quality.
4. Ways and Means
- ✓ Complements the shortages of resources, if any, for the activity.
5. Media and Documentation
- ✓ In-charge of the photo and video documentation of the event.
6. Health and Medical
- ✓ Set up a medical team in the venue
 - ✓ Works with the food security and distribution committee to help ensure food safety and quality

A. EVENT COMMITTEES

1. Events and Program
- ✓ Takes charge of the overall coordination of the PIR and Year-end Team-building
 - ✓ Facilitate the Contest for the event.
 - ✓ Prepare the Criteria/ Guidelines of the Event and coordinate with the secretariat.
2. AVPs
- ✓ Takes charge of the preparation of AVPs in coordination with the Events and Program Committee
3. Team Building Activities:
- ✓ Ensure the preparation of the event area prior to the activity
 - ✓ Ensure the availability of the materials needed before the activity
 - ✓ Facilitate the Team-Building activities