



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

SCHOOLS DIVISION OF DAVAO DEL NORTE  
 RECORDS SECTION  
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Office of the Schools Division Superintendent

July 7, 2022

DIVISION MEMORANDUM  
 No. 890, s. 2022

**DIVISION PRODUCTION TEAM MATRIX OF ACTIVITIES IN PREPARATION FOR THE SALAMAT-PAALAM OF SOME DIVISION PERSONNEL**

To: Education Program Supervisor in MAPEH  
 Public Schools District Supervisors  
 School Heads  
 All Others Concerned


- After the planning conference conducted with the identified members of the Division Production Team in preparation for the **Salamat-Paalam** for EPS Marilyn Sumicad, PSDS Jose Melendres, Mr. Rochelle Opiana, and Dr. Edito Capili; this office informs the identified production team of the following matrix of activities to wit;

Activity	Date	Venue	Person's Responsible
Personnel Shoot for Teaser	July 11, 2022	Division Conference Hall	Cheryl Rayon Cherwel Jake Maque Kirk Veloso Joey mamon Harley Adolfo
Rehearsals of the DepEd DavNor Dance Company (DNDC)	July 18-19, 2022	Sto. Tomas NHS Dace Room	DepEd DavNor Dance Company
Video Shoots - DNDC	July 20, 2022	Sto. Tomas NHS	DepEd DavNor Dance Company Cherwel Jake Maque Joey Mamon Harley Adolfo
Follow-up Meeting	July 21, 2022	Via Zoom	Prod Team
Technical Run and Studio Set-up	Aug. 4, 2022	Division Conference Hall	Gryndelle June Binasbas Marichu Pontillas Prod Team
D-Day	Aug. 5, 2022	Division Conference Hall	Prod Team Gryndelle June Binasbas Marichu Pontillas

- List of participants is enclosed in this memorandum.



4. Teacher-participants are eligible for service credits depending on the accumulated number of hours rendered in the activity, which will fall under SY 2021-2022 vacation, as per DepEd Order No. 53, s. 2003.
5. The participants are required to strictly observe the health protocols as prescribed by the IATF during this time of pandemic.
6. In the conduct of this activity, it is expected that Equal Opportunity Principle (EOP) Performance goals and requirements must be observed in such a way to recognize universal equality of individuals regardless of gender, religion, ethnicity, and political affiliation.
7. Immediate dissemination of this memorandum to the concerned is desired.



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



List of the Division Prod Team:

Name	School	District	Responsibility
Ervin Rey Abao	Tubod NHS	Carmen	Video Editor/Layout Artist
Joey Mamon	Kapalong NHS	Kapalong East	Audio controller/Live Streaming manager
Cherwel Jake Maque	Baltazar Nicor VNHS	Kapalong East	Cameraman/Video Editor
Joash Gementiza	Lomondong ES	Talaingod	Video Editor/Layout Artist
Cheryl Rayon	Alejal ES	Carmen	Director
Karl Jose Ibarrientos	Sto. Tomas NHS	Sto. Tomas West	Concept/Floor Director
Rene Marco Sulamin	Sto. Tomas NHS	Sto. Tomas West	Stage Manager
Juliuz Andrew Calicdan	Magwawa IS	Sto. Tomas West	Host
Marriane Calma	Kapalong NHS	Kapalong East	Stage Manager
Kerra Elaiza Maamo	Carmen NHS	Carmen	Host
Kirk Allen Veloso	Liguon ES	Asuncion	Video Editor/Layout Artist
Joel Villarín	Sto. Tomas NHS	Sto. Tomas West	Layout Artist/Audio Controller
Harley Adolfo	Sto. Tomas NHS	Sto. Tomas West	Video Editor/Layout Artist
Shemaia Concepcion	New Camiling ES	Carmen	Performer
Jaymart Albite	Sto. Tomas NHS	Sto. Tomas West	Music Director/Performer
Gryndell June Binasbas	Datu Balong NHS	San Isidro	Studio Set-up
Marichu Pontillas	Sabangan ES	San Isidro	Studio Set-up

Prepared by:

LIEZL S. JOSOL

