



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

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RECORDS SECTION  
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**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
DM-SGOD-2022-025

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, Curriculum Implementation Division  
Chief, Education Program Supervisor, School Governance and Operations Division  
Education Program Supervisors, Curriculum Implementation Division  
Education Program Supervisor, School Governance and Operations Division  
Public Schools District Supervisors  
Concerned Public School Heads, Integrated, Elementary and Secondary Schools  
Concerned Division Section Heads

Subject: **VIRTUAL PLANNING CONFERENCE FOR THE UPCOMING NATIONAL TEACHERS' MONTH KICK-OFF PROGRAM**


Date: August 23, 2022

In view of the upcoming **National Teachers Month Kick-Off Program**, all Committee/Technical Working Group Members and Performers are advised to attend the **Virtual Planning Conference on August 24, 2022 (Wednesday) @ 10:30 AM via Zoom App**. The link for the meeting shall be sent through e-mail or Facebook messenger.

Attached to this memorandum is the list of Committee/Technical Working Group Members and Performers.

Everyone is enjoined to continually support and recognize the value of equality and diversity as well as ensure **STRICT** adherence to the health and safety protocols in all undertakings relevant to the activity.

For compliance.

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

Enclosed: As stated

SGOD/ncj



## NATIONAL TEACHERS' MONTH KICK-OFF PROGRAM

### COMMITTEE/ TECHNICAL WORKING GROUP MEMBERS AND PERFORMERS

No.	NAME	POSITION	OFFICE/SCHOOL	COMMITTEE/ TASKS/ TOR	
1	Dee D. Silva, DPA, CESO V	SDS	OSDS	<b>EXECUTIVE COMMITTEE</b> <ul style="list-style-type: none"> <li>Oversee all undertakings relevant to the event</li> </ul>	
2	Rebecca Sagot	ASDS	OSDS		
3	Edward C. Amoguis	CID	CID		
4	Ramel M. Pilo	Chief EPS	SGOD		
5	Liezl Josol	EPS	CID	<b>PROGRAM MANAGEMENT COMMITTEE</b>  August 22 – September 6, 2022 <ul style="list-style-type: none"> <li>Prepare program flow/ activity matrix</li> <li>Supervise and coordinate with other committees</li> <li>Facilitate meetings and other preparatory activities</li> </ul> September 2, 2022 <ul style="list-style-type: none"> <li>Manage technical run</li> </ul> September 6, 2022 <ul style="list-style-type: none"> <li>Manage the flow of the program during the event</li> <li>Serve as stage managers</li> <li>Supervise other committees during the event</li> </ul>	
6	Gay Taguiran	SEPS	SGOD		
7	Romela Pangandoyon	SEPS	SGOD		
8	Joanna Mari C. Borbon	AO II	OSDS		
9	Eric Indie	School Head	Davao del Norte Sports Academy		
10	Janeth Delgado	School Head	Tawinian ES		
11	Edgar Manaran	School Head	Tibucag IS		
12	Mary Kristine Sagot	PDO II -DRRM	SGOD		<b>COMMUNICATIONS/ EMCEE</b>  August 22 – September 2, 2022 <ul style="list-style-type: none"> <li>Prepare memoranda and letters</li> </ul> September 2, 2022 <ul style="list-style-type: none"> <li>Attend technical run</li> </ul> September 6, 2022 <ul style="list-style-type: none"> <li>Serve as emcee during the launching activity</li> </ul>
13	Danilo Jr. Lumayno	EPS II	SGOD		
14	Suzzane Marie Dacuycuy	PO III	SGOD		<b>FOOD COMMITTEE</b>  September 6, 2022 <ul style="list-style-type: none"> <li>Coordinate with the food service provider</li> <li>Coordinate with the Hall Preparation committee for the food set-up</li> <li>Ensure provision of meals to guests</li> </ul>
15	Melanie Mandin	SEPS	SGOD		
16	Norhan Jalmaani	EPS II	SGOD	<b>SECRETARIAT</b>  August 22 – September 2, 2022 <ul style="list-style-type: none"> <li>Prepare and facilitate approval of necessary documents such as activity design, purchase requests, attendance sheets, certificates, and other relevant documents</li> </ul>	
17	Jillian April Casal	PDO I -YFP	SGOD		
18	Myra C. Udi	ADAS III	SGOD		



19	Jan N. Gabero	ADAS II	SGOD	<ul style="list-style-type: none"> <li>Coordinate with partners and ensure delivery of letters to guests</li> <li>Coordinate with the Regional Office personnel</li> <li>Follow-up the Supply Officer on the supplies needed (Tarp, Lei, etc.)</li> </ul> <p>September 6, 2022</p> <ul style="list-style-type: none"> <li>Ensure attendance of participants</li> <li>Facilitate submission of necessary documents for liquidation</li> </ul>
20	Elvin Anajao	PDO I – YFP	SGOD	<p>HALL PREPARATION/ SOUND SYSTEM IN-CHARGE</p> <p>September 6, 2022</p> <ul style="list-style-type: none"> <li>Coordinate with the Program Management Committee, Decoration Committee, and Food Committee for the hall set-up</li> <li>Ensure availability and functionality of the sound system</li> <li>Assist in the documentation</li> </ul>
21	Neil Edward Diaz	PDO II	CID	<p>TECHNICAL TEAM</p> <p>August 22 – September 2, 2022</p> <ul style="list-style-type: none"> <li>Facilitate and oversee preparation of all audio-visual presentations</li> </ul> <p>September 2, 2022</p> <ul style="list-style-type: none"> <li>Attend technical run</li> </ul> <p>September 6, 2022</p> <ul style="list-style-type: none"> <li>Manage livestreaming during the event</li> <li>Ensure documentation of the event highlights</li> </ul>
22	Paul Arsolon	ITO	OSDS	
23	Ben Ryan M. Sucuaje	LSB	Maguintalunan IS	
24	Delsie L. Porras	Teacher III	Asuncion NHS	<p>VIDEO EDITORS/ LAYOUT IN-CHARGE</p> <p>August 22 – September 2, 2022</p> <ul style="list-style-type: none"> <li>Prepare all audio-visual presentations and layout of tarpaulins, t-shirts, program, and other relevant online/ offline materials needing graphic designs; to be done after class/ office hours</li> </ul>
25	Dexter Jay S. Mariveles	Teacher I	Asuncion NHS	
26	Allen Kirk B. Veloso	Teacher I	Liguyon ES	
27	Dominic Dizon	PSDS	CID	<p>PERFORMERS</p> <p>August 22 – September 5, 2022</p> <ul style="list-style-type: none"> <li>Dance rehearsals after class/ office hours</li> </ul> <p>September 6, 2022</p> <ul style="list-style-type: none"> <li>Perform during the Opening Salvo</li> </ul>
28	Janice Fernandez	PSDS	CID	
29	Bernardo F. Boyles	PSDS	CID	
30	Noli T. De Felipe	PSDS	CID	
31	Divina P. Dela Cueva	PSDS	CID	
32	Marlon G. Ebrado	PSDS	CID	
33	Ronnie A. Publico	PSDS	CID	
34	Ana N. Redaniel, Ed. D	PSDS	CID	
35	Clemente E. Timbal	PSDS	CID	
36	Shirley S. Neri, Ed.D	OIC-PSDS	CID	
37	Jocelyn C. Cadiente, Ed. D	OIC-PSDS	CID	
38	Jessie C. Lamsin	School Head	San Isidro	
39	Rhiza May Alilaya	School Head	Langilan	
40	Zenellien Hermnao	School Head	Langilan	



41	Gilbert Calapotoc	School Head	Langilan	
42	Guia Genovia	School Head	Langilan	
43	Dominador Jr. A. Dayson	School Head	Asuncion	
44	Jay Ar Dave T. Tanguan	School Head	Asuncion	
45	Ric Michael B. Morales	School Head	Asuncion	
46	Rose Anne Patayon	School Head	Asuncion	
47	Marylyn F. Angoy	School Head	Kapalong East	
48	Candelaria A. Brucal	School Head	Sto. Tomas East	
49	Rose Angelie Centina	School Head	New Corella	
50	Edgar L. Manaran	School Head	Talaingod	
51	Rochelle Capon	School Head	Carmen	
52	Rizalina Arcena	School Head	Carmen	
53	Armando Olmedo	School Head	BE Dujali	
54	Joart Cervera	School Head	Kapalong West	
55	Junmar Laab	School Head	Talaingod	
56	Jeanette Piñapil	School Head	Talaingod	
57	Rose Angelie Centina	School Head	New Corella	
58	Jay-Ar Dogoldogol	Teacher	Baltazar Nicor NHS	<b>CHOREOGRAPHER/ TRAINER</b> August 22 – September 5, 2022 <ul style="list-style-type: none"> <li>Dance rehearsals after class/ office hours</li> </ul>
59	Queen Claire Arena	AO II	Division Office	<b>USHER/USHERETTE/ PERFORMERS</b> August 22 – September 5, 2022 <ul style="list-style-type: none"> <li>Dance rehearsals after office hours</li> </ul> September 6, 2022 <ul style="list-style-type: none"> <li>Welcome and usher guests in their respective seats</li> <li>Perform an intermission number with the selected NTPs</li> </ul>
60	Michelle Edhao	ADAS II	Division Office	
61	Marjorie Arcilla	ADAS II	Division Office	
62	Eldito Loquinio	ADAS III	Division Office	
63	Dave Mark Ang	ADAS III	Division Office	
64	Alberto Jr. Sumaoy	ADAS III	Division Office	
65	Mercy Adlaon	ADAS II	Division Office	
66	Nikki Castor	AO II	Division Office	
67	Mary Grace Banzon	AO II	Division Office	
68	Ryan Ang	JO	Division Office	
69	Albert D. Enano	MTII/TIC	Casig-ang ES	<b>DECORATION COMMITTEE</b> August 22 – September 2, 2022 <ul style="list-style-type: none"> <li>Conceptualize stage and hall decorations/ designs</li> <li>Coordinate with the Program Management Committee for the theme, concepts, and logistical needs</li> </ul> September 5, 2022 <ul style="list-style-type: none"> <li>Install stage/ hall decorations in the event venue after class/ office hours</li> </ul> September 6, 2022 <ul style="list-style-type: none"> <li>Ensure proper restoration of the venue</li> </ul>
70	Jerry Ben V. Sasam	School Head	Magwawa IS	
71	Oliver Ponsades	School Head	La Paz NHS	
72	Reynaldo Glodove	School Head	Langilan	
73	Alrene C. Latotes	Nurse II	Division Office	<b>MEDICAL TEAM</b> September 6, 2022 <ul style="list-style-type: none"> <li>Enforce strict adherence to the minimum health and safety protocols for COVID-19</li> </ul>
74	Catherine P. Cantalejo	Nurse II	Division Office	
75	Hazel V. Calotes	Nurse II	Division Office	
76	Annaliza L. Sepe	Nurse II	Division Office	
77	Ma. Luisa O. Cuyos	Nurse II	Division Office	

