



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

---

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2023-0035

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, CID  
Chief, Education Program Supervisor, SGOD  
Education Program Supervisors, CID  
Education Program Supervisor, SGOD  
Public Schools District Supervisors  
Concerned Public School Heads, Integrated, Elementary and Secondary Schools  
Concerned Division Section Heads

Subject: **Division Partnership Day**

Date: February 3, 2023

---

The Department of Education – Division of Davao del Norte will be conducting a **Division Partnership Day** with the Theme “*Hearts Afire: A Celebration of Alliance Today and Beyond*” this coming **February 28, 2023, 3:00 in the afternoon** at **Molave Hotel**, Tagum City. This activity is initiated in order to give back the kindness, recognize, and appreciate the Division External Partners who have constantly supported the implementation of the programs, activities, and projects of this Division.

In line with this, a Technical Working Group Virtual Planning Conference will be conducted this coming February 10, 2023 at 10:00 in the morning. The link of this meeting shall be sent through email and Facebook Messenger.

Attached to this memorandum is the list of participants, technical working group members, and performers.

All the participants in the above-mentioned activity are encouraged to wear “elegant red” casual attire.

Travel and other incidental expenses incurred shall be chargeable against Local Funds subject to the usual accounting and auditing rules and regulations.

This office reiterates the strict observance of the IATF health protocols such as social distancing and wearing of face masks and face shield.

In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.





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

---

Immediate dissemination of and compliance with this memorandum is desired.

**ALLAN G. FARNAZO**

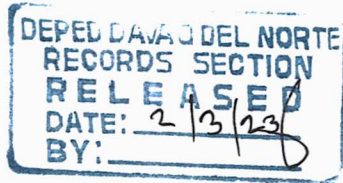
Director IV

and Concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

**REBECCA C. SAGOT, CESO VI**

Assistant Schools Division Superintendent



Enclosure: As stated  
SGOD/ncj







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

**DIVISION PARTNERSHIP DAY  
LIST OF PARTICIPANTS**

1	RD Allan G. Farnazo	Regional Director	Region/Division Office
2	Rebecca C. Sagot, CESO VI	ASDS	Division Office
3	Eduard C. Amoguis	Chief, CID	Division Office
4	Ramel M. Pilo	Chief, SGOD	Division Office
5	Cristopher B. Gonzales	EPS	Division Office
6	Bernardo F. Boyles	PSDS	Division Office
7	Noli T. De Felipe	PSDS	Division Office
8	Divina P. Dela Cueva, Ed. D	PSDS	Division Office
9	Marlon G. Ebrado	PSDS	Division Office
10	Ronnie A. Publico, Ed. D	PSDS	Division Office
11	Ana N. Redaniel, Ed. D	PSDS	Division Office
12	Clemente E. Timbal	PSDS	Division Office
13	Dominic A. Dizon, Ed.D	PSDS	Division Office
14	Janice A. Fernandez, Ph. D	PSDS	Division Office
15	Eric P. Indie	PSDS	Division Office
16	Jocelyn Cadiente	DCP	Division Office
17	Liezl Josol	EPS	Division Office
18	Gay Taguiran	SEPS	Division Office
19	Arnel Labasan	SEPS	Division Office
20	Romela T. Pangandoyon	SEPS	Division Office
21	Melanie O. Mandin	SEPS	Division Office
22	Elielou P. Jumawan	Division Engineer	Division Office
23	Suzzane Marie G. Dacuycuy	PO III	Division Office
24	Norhan C. Jalmaani	EPS II	Division Office
25	Danilo Q. Lumayno	EPS II	Division Office
26	Mary Kristine C. Sagot	PDO II	Division Office
27	Niel Edward C. Diaz	PDO II	Division Office
28	Elvin A. Anajao	PDO I	Division Office
29	Jocelyn Cardinal	Nurse II	Division Office
30	Catherine Cantalejo	Nurse II	Division Office
31	Paul E. Arsolon	ITO I	Division Office
32	Franklyn Maynucas	ADAS II/IT Staff	Division Office
33	Jan N. Gabero	ADAS II/Secretariat	Division Office
34	Janeth Delgado	School Head	Tawinian ES
35	Rhizamay Alilaya	School Head	Moling ES
36	Ricardo M. Olmedo Jr.	PIV – NAPSHI President	Sto. Tomas NHS
37	Jocelyn A. Fernandez	PIV – PESPA President	Sagayen ES
38	Wilbert O. Castillo	DFPTA President	Sto. Tomas
39-82	External Partners and Stakeholders		



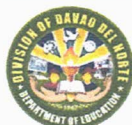


**Republic of the Philippines**  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DAVAO DEL NORTE**

**DIVISION PARTNERSHIP DAY**  
**COMMITTEE/ TECHNICAL WORKING GROUP MEMBERS AND PERFORMERS**

NAME	POSITION	OFFICE/SCHOOL	COMMITTEE/ TASKS/ TOR
Allan G. Farnazo	SDS	OSDS	<b>EXECUTIVE COMMITTEE</b> <ul style="list-style-type: none"> <li>Oversee all undertakings relevant to the event</li> </ul>
Rebecca Sagot	ASDS	OSDS	
Edward C. Amoguis	CID	CID	
Ramel M. Pilo	Chief EPS	SGOD	

Romela T. Pangandoyon	SEPS	SGOD, SMN	<b>PROGRAM MANAGEMENT COMMITTEE</b>  Jan. 16, 2023 –February 27, 2023 <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> <li>Prepare program flow/ activity matrix</li> <li>Supervise and coordinate with other committees</li> <li>Facilitate meetings and other preparatory activities</li> <li>Prepare memoranda and other communications</li> <li>Coordinate with partners and ensure delivery of letters to guests</li> </ul> February 28, 2023; 8:00 am-12:00 nn <ul style="list-style-type: none"> <li>Manage technical run</li> </ul> February 28, 2023 – 3 pm onwards Supervise other committees during the event
Norhan C. Jalmaani	EPS II	SGOD, SMN	
Mary Kristine C. Sagot	PDO II	SGOD, DRRM	
Elvin A. Anajao	PDO I	SGOD, YFP	
Neil Edward D. Diaz	PDO II	CID	<b>PRODUCTION TEAM</b>  February 28, 2023; 8:00 am-12:00 nn <ul style="list-style-type: none"> <li>Attend technical run</li> </ul> February 28, 2023; 3:00 pm-7:00 pm <ul style="list-style-type: none"> <li>Manage the flow of the program during the event</li> <li>Serve as stage managers</li> </ul>
Mary Kristine C. Sagot	PDO II	SGOD, DRRM	
Danilo Jr. Q. Lumayno	EPS II	SGOD, M&E	
Janeth L Delgado	School Head	Tawinian ES	
Rhiza May E. Alilaya	School Head	Moling ES	
Paul E. Arsolon	ITO	OSDS	
Elvin A. Anajao	PDO I	SGOD	
Franklin N. Maynucas	IT Staff	OSDS	
Romela T. Pangandoyon	SEPS	SGOD, SMN	<b>FOOD COMMITTEE</b>  February 9-27, 2023 <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 the provision of meals to guests</li> </ul>
Catherine P. Cantalejo	Nurse II	SGOD, SHS	







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

Norhan C. Jalmaani Jan N. Gabero	EPS II	SGOD, SMN	<b>SECRETARIAT</b>  Feb. 1, 2023 –February 24, 2023 <ul style="list-style-type: none"> <li>Assist in facilitating approval of necessary documents such as activity design, purchase requests, attendance sheets, certificates, and other relevant documents</li> <li>Follow-up with the Supply Officer on the supplies needed (Tarp, Token, Plaque, Wrist Corsage, etc.)</li> </ul> February 28, 2023; 3:00 pm-6:00 pm <ul style="list-style-type: none"> <li>Ensure attendance of participants</li> <li>Facilitate submission of necessary documents for liquidation</li> </ul>
Elvin A. Anajao	PDO I	SGOD, YFP	<b>HALL PREPARATION/ SOUND SYSTEM IN CHARGE/</b>  February 13-17, 2023 <ul style="list-style-type: none"> <li>Coordinate with the Program Management Committee and Food Committee for the hall set-up</li> <li>Ensure the availability and functionality of the sound system</li> </ul>
Paul E. Arsolon	ITO	OSDS	
Franklin Maynucas	IT Staff	OSDS	
Neil Edward D. Diaz	PDO II	CID	<b>TECHNICAL TEAM</b>  February 28, 2023; 8:00 am-12:00 nn <ul style="list-style-type: none"> <li>Attend technical run</li> <li>Prepare Hall at Molave Hotel, Tagum City</li> <li>Assist in the documentation</li> </ul> Feb 1-24, 2023 <ul style="list-style-type: none"> <li>Facilitate and oversee the preparation of all audio-visual presentations, Title Cards, and Slides</li> </ul>
Elvin A. Anajao	PDO I	SGOD, YFP	
Paul E. Arsolon	ITO	OSDS	
Franklin Maynucas	IT Staff	OSDS	
Janeth L Delgado	School Head	Tawinian ES	
Rhiza May E. Alilaya	School Head	Moling ES	
Elvin A. Anajao	PDO I	SGOD, YFP	<b>VIDEO EDITORS/ LAYOUT IN-CHARGE</b>  Feb. 1-24, 2023 <ul style="list-style-type: none"> <li>Prepare all audio-visual presentations and layout of tarpaulins, program, and other relevant online/ offline materials needing graphic designs; to be done after class/ office hours</li> </ul>
Paul E. Arsolon	ITO	OSDS	
Franklin Maynucas	IT Staff	OSDS	
Allen Kirk B. Veloso	Teacher I	Liguyon ES	
Romela T. Pangandoyon	SEPS	SGOD, SMN	<b>USHER/USHERETTE/ PERFORMERS</b>  February 28, 2023; 3:00 pm-7:00 pm
Norhan C. Jalmaani	EPS II	SGOD, SMN	
Gay P. Taguiran	SEPS	SGOD, HRD	
Engr. Elielou P. Jumawan	Engineer	SGOD	





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

Melanie O. Mandin	SEPS	SGOD, PR	<ul style="list-style-type: none"><li>• Welcome and usher guests to their respective seats</li><li>• Perform an intermission number</li></ul>
Suzzane Marie G. Dacuycuy	PO III	SGOD, PR	
Liezl Josol	EPS	CID	
Catherine Cantalejo	Nurse II	SGOD, SM	<b>MEDICAL TEAM</b>
Jocelyn Cardinal	Nurse II	SGOD, SM	February 28, 2023; 3:00 pm-7:00 pm Enforce strict adherence to the minimum health and safety protocols for COVID-19
Norhan C. Jalmaani	EPS II	SGOD, SMN	<b>TRANSPORTATION TEAM</b> February 13, 2023 Ensure availability of service vehicles for guests and executive members

Prepared by:

  
**Romela T. Pangandoyon**  
SEPS, SMN

