



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

Office of the Schools Division Superintendent

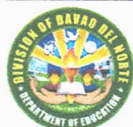
DIVISION MEMORANDUM
SGOD-2023-418

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Education Program Supervisor, SGOD
Education Program Supervisors, CID
All Public Schools District Supervisors
All Concerned Division Personnel
All School Heads
All Teachers

Subject: **DRRM YEAR-END CONFERENCE CUM DIVISION PARTNERSHIP DAY**

Date: November 24, 2023

1. The Division of Davao del Norte through the School Governance and Operations Division will be conducting the **DRRM Year-End Conference cum Division Partnership Day** (*Araw ng Pagkilala: Pagdiriwang ng Kahusayan at Pagpupugay sa Kadakilaan bilang Kapanalig ng Edukasyon*) this coming **December 5, 2023** at **Big 8 Corporate Hotel, Tagum City**. Please refer to the attached Matrix of Activities for the time schedule.
2. Attached to this memorandum are the List of Official Participants, List of TWGs, and List of Performers of the said activity.
3. Participants are advised to follow the formal or black-tie optional dress code (long gown for women, suit and tie for men). Further, the performers may conduct their practice on November 24-25, December 1-2, and 4, 2023. Personnel involved during the rehearsals are entitled to service credits for teaching personnel and compensatory overtime credit for non-teaching personnel for the services rendered during the summer break and weekend as stipulated in DepEd Order No. 53, s. 2003.
4. Travel and other incidental expenses incurred shall be chargeable against Division/School Maintenance and Other Operating Expenses (MOOE) Fund subject to the usual accounting and auditing rules and regulations.
5. In adherence to all policies, everyone is encouraged to continuously support and value Equal Opportunity Principle (EOP) within the Department.



6. Immediate dissemination of this memorandum is desired.

RNF
ROSALINDA N. DIONIO

Administrative Officer V

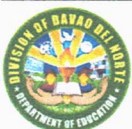
REYNALDO B. MELLORIDA, CESO V

Schools Division Superintendent



LIST OF OFFICIAL PARTICIPANTS

Position Title	Male	Female	Total
SDS	1	0	1
ASDS	0	1	1
Chief ES	2	0	2
EPS	5	6	11
PSDS	8	3	11
EPS II	3	0	3
SEPS	1	3	4
PDO II	0	1	1
Dentist	0	2	2
Dental Aide	1	0	1
Nurse II	3	13	16
PDO I	1	1	2
Planning Officer	0	1	1
Engineer	0	1	1
ADAS II	1	1	2
ICT Personnel	2	0	2
School Heads	134	127	261
Partners/ Guests	39	40	80
TOTAL			400



LIST OF PERFORMERS

1. Jay Ar Dave Tanguan
2. Ric Michael Morales
3. Dhomz A. Dayson
4. Sally Tapay
5. Bhing Vallejo-Camajalan Monteroso
6. Rose Anne Patayon
7. Candelaria Bruca!
8. Ener Mades Judit
9. Rose Angelie Chatto Centina
10. Jessie Lamsin
11. Junmar Laab
12. RhizaMay Era Alilaya
13. Guia Limos Genovia
14. Bren Ugay Colita
15. Ivy Caspe
16. Liza Mae Senon
17. Reggie Balaba
18. Rochelle Capon
19. Marylyn Angoy
20. Julie Ann Cortes
21. Carolyn Collado *
22. Roland Abao
23. Suriel Butihen*
24. Jim Roy Cubar
25. Jo Art Cervira
26. Rolina S. Soroño
27. Jocelyn Fernandez
28. Angel Joy N. Gabero
29. Crystal Faye Sumatra
30. SGOD Personnel
31. CID Personnel



**DRRM YEAR-END CONFERENCE cum DIVISION PARTNERSHIP DAY
COMMITTEE/ TECHNICAL WORKING GROUP MEMBERS AND PERFORMERS**

NAME	POSITION	OFFICE/SCHOOL	COMMITTEE/ TASKS/ TOR
Reynaldo B. Mellorida, CESO V	SDS	OSDS	EXECUTIVE COMMITTEE <ul style="list-style-type: none"> Oversee all undertakings relevant to the event
Rebecca C. Sagot, CESO VI	ASDS	OSDS	
Edward C. Amoguis, Ed,D	CID	CID	
Ramel M. Pilo	Chief EPS	SGOD	

Romela T. Pangandoyon (RTP)	SEPS	SGOD, SMN	PROGRAM MANAGEMENT COMMITTEE Nov. 20-29, 2023 <ul style="list-style-type: none"> Prepare and facilitate approval of necessary documents such as activity design, and purchase requests (MCS) Prepare program flow/ activity matrix (NCJ/MCS) Supervise and coordinate with other committees (RTP) Facilitate meetings and other preparatory activities (RTP) Prepare memoranda and other communications (NCJ/MCS) Coordinate with the Supply Office on the requested items (NCJ) December 5, 2023; 10:00 am-12:00 nn <ul style="list-style-type: none"> Manage technical run December 5, 2023 – 1pm onwards Supervise other committees during the event
Norhan C. Jalmaani (NCJ)	EPS II	SGOD, SMN	
Mary Kristine C. Sagot (MCS)	PDO II	SGOD, DRRM	
Jillian April A. Casal (JAC)	PDO I	SGOD, YFP	
Neil Edward D. Diaz	PDO II	CID	PRODUCTION TEAM December 5, 2023; 10:00 am-12:00 nn <ul style="list-style-type: none"> Attend technical run December 5, 2023 – 1pm onwards <ul style="list-style-type: none"> Manage the flow of the program during the event Serve as stage managers Manage the practice for the Intermission Number EPI – for CID Intermission Number AMS – for NAPSSHI Intermission Number JDF- for PESPA Intermission Number MLE – for SGOD Opening Salvo
June Angelo A Mercado	EPS II	SGOD, HRD	
Janeth L Delgado	School Head	Talos ES	
Rhiza May E. Alilaya	School Head	Patel ES	
Paul E. Arsolon	ITO	OSDS	
Elvin A. Anajao	PDO I	SGOD	
Franklin N. Maynucas	IT Staff	OSDS	
Eric P. Indie (EPI)	PSDS	CID	
Aser M. Samsona (AMS)	NAPSSHI President	Asuncion NHS	
Jocelyn D. Fernandez (JDF)	PESPA President	Gabuyan CES	
Michelle L. Edhao (MLE)	Admin Asst. II	SGOD, P&R	

Please see attached List of Performers and Schedule of Practice

Romela T. Pangandoyon (RTP)	SEPS	SGOD, SMN	FOOD COMMITTEE Nov. 20-24, 2023 <ul style="list-style-type: none"> Coordinate with the food service provider
Suzzane Marie G. Dacuycuy	Planning Officer	SGOD, P&R	

			<ul style="list-style-type: none"> Coordinate with the Hall Preparation committee for the food set-up Ensure the provision of meals to guests
Norhan C. Jalmaani	EPS II	SGOD, SMN	SECRETARIAT Nov. 20-29, 2023 <ul style="list-style-type: none"> Prepare attendance sheets (JAC) Prepare certificates and other relevant documents (NCJ) Coordinate with partners and ensure delivery of letters to guests (NCJ) Prepare memoranda and other communications (NCJ/MCS) Coordinate with the Supply Office on the requested items -Tarp, Token, Certificate Holder, etc. (NCJ) December 5, 2023; 1:00 pm-8:00 pm <ul style="list-style-type: none"> Ensure attendance of participants (JAC) Facilitate submission of necessary documents for liquidation (MCS, NCJ)
Jillian April A. Casal (JAC)	PDO I	SGOD, YFP	
Mary Kristine C. Sagot	PDO II	SGOD, DRRM	
Elvin A. Anajao	PDO I	SGOD, YFP	HALL PREPARATION/ SOUND SYSTEM IN CHARGE/ November 27-December 4, 2023 <ul style="list-style-type: none"> Coordinate with the Program Management Committee and Food Committee for the hall set-up Ensure the availability and functionality of the sound system
Paul E. Arsolon	ITO	OSDS	
Franklin Maynucas	IT Staff	OSDS	
Neil Edward D. Diaz	PDO II	CID	TECHNICAL TEAM December 5, 2023- 9 am-11 am <ul style="list-style-type: none"> Prepare the technical requirements in the venue in coordination with the LED and sound system provider December 5, 2023; 10:00 am-12:00 nn <ul style="list-style-type: none"> Attend technical run December 5, 2023; 1:00 pm-8:00 pm <ul style="list-style-type: none"> Assist in the documentation November 18-24, 2023 <ul style="list-style-type: none"> Facilitate and oversee the preparation of all audio-visual presentations
Elvin A. Anajao	PDO I	SGOD, YFP	
Paul E. Arsolon	ITO	OSDS	
Franklin Maynucas	IT Staff	OSDS	
Elvin A. Anajao	PDO I	SGOD, YFP	VIDEO EDITORS/ LAYOUT IN CHARGE November 20-29, 2023 <ul style="list-style-type: none"> 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 MOM- In-Charge for DEDP Launching CBG - In-Charge for GREATS Launching RTP - In-Charge for Partnership
Paul E. Arsolon	ITO	OSDS	
Franklin Maynucas	IT Staff	OSDS	
Rhiza May E. Alilaya	School Head	Patel ES	
Janeth L. Delgado	School Head	Talos ES	
Melanie O. Mandin (MOM)	SEPS	SGOD, P&R	
Cristopher B. Gonzales (CBG)	EPS	SGOD	
Romela T. Pangandoyon (RTP)	SEPS	SGOD, SMN	
Mary Kristine C. Sagot (MCS)	PDO II	SGOD, DRRM	

			Recognition MCS – In-Charge for DRRM
Romela T. Pangandoyon	SEPS	SGOD, SMN	USHER/USHERETTE December 5, 2023; 8:00 pm-5:00 pm <ul style="list-style-type: none"> Welcome and usher guests to their respective seats
Norhan C. Jalmaani	EPS II	SGOD, SMN	
Gay P. Taguiran	SEPS	SGOD, HRD	
Engr. Elielou P. Jumawan	Engineer	SGOD	
Melanie O. Mandin	SEPS	SGOD, PR	
Suzanne Marie G. Dacuycuy	EPS	CID	
Mae Ann N. Llana	Dentist	SGOD, SHS	
Marilou M. Pintor	Dentist	SGOD, SHS	
Zaida Camid	Nurse II	SGOD, SHS	
Armi H. Mulit	Nurse II	SGOD, SHS	
Hannah Grace L. Pelaez	Nurse II	SGOD, SHS	
Constant Dave G. Caberto	Nurse II	SGOD, SHS	
Garry D. De Vera	Nurse II	SGOD, SHS	
Doreen G. Opiana	Nurse II	SGOD, SHS	MEDICAL TEAM December 5, 2023; 8:00 am-5:00 pm <ul style="list-style-type: none"> Enforce adherence to the minimum health and safety protocols Address the health concerns of the participants
Maregine T. Atabelo	Nurse II	SGOD, SHS	
Jan N. Gabero Danilo Jr. Q. Lumayno	EPS II	SGOD, SMN	TRANSPORTATION TEAM November 20-29, 2023 Ensure availability of service vehicles for guests, executive members, and for the PMT
Danilo Jr. Q. Lumayno Arnel F. Labasan	EPS II SEPS	SGOD. SMME	MONITORING AND EVALUATION December 5-7, 2023 Facilitate the monitoring and evaluation of the conduct of the Activity

Prepared by:

Romela T. Pangandoyon
SEPS, SMN

PROGRAM
DRRM YEAR END CONFERENCE cum DIVISION PARTNERSHIP DAY
December 5, 2023, 1 PM @ Big 8 Hotel, Tagum City

Time	Activity	
9:00 AM-11:AM	Tech-Run	TWG, OSDS, SGOD, CID, & School Head Performers
PART I		
12:30 PM-1:00 PM	Registration	
1:00 PM-1:30 PM	Preliminaries	
	National Anthem	AVP
	Prayer	Liezl S. Josol & Melanie O. Mandin EPS SEPS
	DepEd Quality Policy	AVP
	Acknowledgment of Participants	Cristopher B. Gonzalez, Ed.D Education Program Supervisor
1:30 PM-2:30 PM	DRRM Conference	Mary Kristine C. Sagot PDO II-DRRM
2:30 PM-2:45 PM	Health Break	
PART II		
2:45 PM-2:55 PM	Opening Salvo and Grand Entrance of the Guests	SGOD Personnel & Educational Partners
	Welcome Message	Rebecca C. Sagot, CESO VI Assistant Schools Division Superintendent
2:55 PM-3:25 PM	Division Education Development Plan (DEDP) Launching	AVP
	Presentation of DEDP	Reynaldo B. Mellorida, CESO V Schools Division Superintendent
	Pledge of Commitment	
	Message of Support	Hon. Edwin I. Jubahib Governor-Province of Davao del Norte
3:25 PM-3:35 PM	Intermission Number	CID Personnel
3:35 PM-3:45 PM	Message	Reynaldo B. Mellorida, CESO V Schools Division Superintendent
3:35 PM-3:40 PM	Partnership Journey	AVP
3:40 PM-3:55 PM	Awarding of Plaques DRRM Awardees YFP Awardees Social Mobilization & Networking Awardees DEDP Technical Working Group	
3:55 PM-4:00 PM	Intermission Number	Selected Secondary School Heads

4:00 PM - 4:45 PM	Awarding of Plaques – Educational Partners	
4:45 PM - 5:00 PM	Intermission Number	Selected Elementary School Heads
5:00 PM -5:15 PM	Response from LGU Response from the Private Sector	
5:15 PM-5:20 PM	Toast of Partnership	Ramel M. Pilo Chief Education Supervisor- SGOD
5:20 PM -5:25 PM	Closing Remarks	Eduard C. Amoguis, Ed. D Chief Education Supervisor- CID
5:25 PM – 8:00 PM	Photo Opportunity Fellowship Dinner	

June Angelo A. Mercado
Host