



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



OFFICE MEMORANDUM

No. 002, S. 2017

**FINAL MEETING ON THE PREPARATION OF THE
TEACHERS' DAY: 2017 DIVISION BASIC EDUCATION CONGRESS**

**TO : DIVISION CHIEFS / UNIT HEADS
ALL OTHER CONCERNED**

DATE: September 16, 2017

- Relative to the preparation of the 2017 Division Basic Education Congress, please be informed that we will have a final preparatory meeting on **September 28, 2017 at 2:00 pm** at the **Division Conference Hall I**.
- Participants to the meeting are the following:
 1. Federico P. Martin
 2. Soraya T. Faculo
 3. Arthur Tiongan
 4. Rachel M. Bugtong
 5. Roberto Gonzales
 6. Lourdes Lomas-e
 7. Juliet Sannad
 8. Atty. Annette Doyaoen
 9. Brenda Badongen
 10. Belen Tomin
 11. Jovelyn Balantin
 12. Marilyn Api-it
 13. Harris Dizon
 14. Jerry Ymson
 15. Fernando Eleponga
 16. Brendalee Awingan
 17. Ma. Louella Moncada
 18. Esther Melecio
 19. Jimmy Santos
 20. LEONARD DAWATON
 21. Beverly Busaing
 22. WHITNEY DAWAYEN
 23. KHOU FEOCHECK
- The agenda for the meeting will cover:
 1. Updates from different committees - Chairperson
 2. Issues and concerns – SDS
 3. Other concerns relative to the Congress
- For the list of committees and its members, please see annex 1 of this memorandum.
- For immediate dissemination and strict compliance.

FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent



Annex 1

TEACHERS' DAY: 2017 DIVISION BASIC EDUCATION CONGRESS
October 4 – 6, 2017

WORKING COMMITTEES

COMMITTEES	ROLES
1. STEERING Chairperson : SDS Federico Martin Co-Chairperson : ASDS Soraya T. Faculo Members : Atty. Annette Doyaoen Sofia Bermudez Pear Joan Quero Elvie Salisa	<ul style="list-style-type: none"> • Provide support, directions and guidance in the over-all conduct of the Congress • Prepare the AR for the activity • Consolidate and prepare purchase request for food, materials, and other supplies
2. INVITATION AND PROGRAM Chairperson : Marilyn Api-it Co-Chairperson : Armi Fianga-an Members : Jacqueline Lampac Jocelyn Coldeg Josef Oliveros Amil Flamiliano Mark Malidom	<ul style="list-style-type: none"> • Draft invitation letters and program • Send and follow-up confirmation • Confirm attendance and number of participants • Inform and follow-up people involved
3. EQUIPMENT Chairperson : Harris Dizon Members : Josef Oliveros Lester Libangen Cyrus Vallejo	<ul style="list-style-type: none"> • Ensure that projectors, laptops and sound system are ready • Prepare ID's for the ushers • Prepare layout of tarpaulin
4. STAGE AND HALL Chairperson : Roberto Gonzales Co-Chairperson : Renaldo Umayat Members : Jennifer Polido Paul Lomas-e Fray Aliswag Sofia Bermudez Zeny Dee Aglasi Oliver Aspuria Jayjay Bugnay Omar Olba Rhey Dulnuan Arvin Eleponga Rafael Fontanilla	<ul style="list-style-type: none"> • Coordinate the preparation of the hall and the stage before and after the program • Prepare purchase request for materials needed
5. STATE OF THE DIVISION ADDRESS Chairperson : Arthur Tiongan Co-Chairperson : Reynalyn Padsuyan Members : Brenda Badongen Belen Tomin Jovelyn Balantin Rachel Bugtong Olivia Gomez Arian Cayso Loisa Fontanilla Raya Marie Oydoc	<ul style="list-style-type: none"> • Prepare data and power point presentation needed for the State of the Division Address
6. SENIOR HIGH SCHOOL PRESENTATION Chairperson : Rachel Bugtong Members : Leonard Dawaton Lourdes Lomas-e Francisco Copsiyan Harris Dizon Alma Gayob	<ul style="list-style-type: none"> • Present SHS updates
7. DOCUMENTATION Chairperson : Jerry Ymson Members : Victor Fernandez Christopher Oliva Karim Javar	<ul style="list-style-type: none"> • Photo, video and narrative report of the Congress to be submitted a week after the program • Post on social media and on print the events
8. MESS Chairperson : Fernando Eleponga Members : Leticia Hidalgo	<ul style="list-style-type: none"> • Prepare the menu for the 3-day Congress • Coordinate the preparation of food (meals and snacks) • Ensure that food is served on time

	Jean Orpilla Alma Tano Esther Melecio Dennis Gazmen	
9. USHER		
Chairperson	: Brendalee Awingan	
Members	: Rufina Suanding Leonard Dawaton Susana Aliping Julia Ladiong Lolita Manzano Simeon Yang-yang Santiago Bugtong Lesli Tongyofen Liza Badol Alice Milan Conrado Aguilar Joan Baldo Lobelina Ballatong Gina Sequerra Joan Dumaguing Mylene Akia Bebbie Dizon Eleonor Bautista Robert Alban	<ul style="list-style-type: none"> • Receive, lead guests to venue and other guest-related concerns
10. REGISTRATION AND ATTENDANCE		
Chairperson	: Ma. Louella Moncada	
Members	: Rachel Flordeliza Beverly Busaing Sarah Tabing Jowell Orpilla Christorey Simangan Lorraine Lomas-e	<ul style="list-style-type: none"> • Prepare attendance and registration sheets • Ensure that attendance sheets are properly signed
11. FACILITATORS		
Chairperson	: Jovelyn Petra Balantin	
Members	: Lourdes Lomas-e Jerry Ymson Victor Fernandez Marina Tabangcura Sharon Castillo	<ul style="list-style-type: none"> • Facilitate the plenary sessions for Day 1 and 2 • Cull out salient points for Synthesis • Have a briefing before the event • Conduct the evaluation
12. IPED WORKSHOP		
Chairperson	: Esther Melecio	
Co-Chairperson	: Lourdes Lomas-e	
Members	: Julia Ladiong Susana Aliping Marina Tabangcura	<ul style="list-style-type: none"> • To design the workshop and its mechanics • Prepare the Purchase Request for the materials
13. CHILD PROTECTION POLICY WORKSHOP		
Chairperson	: Juliet Sannad	
Members	: Brendalee Awingan Samuel Bab-anga Atty. Annette Doyaoen	<ul style="list-style-type: none"> • To design the workshop and its mechanics • Prepare the Purchase Request for the materials
14. SPORTSFEST		
Chairperson	: Jimmy Santos	
Members	: Fray Aliswag Robert Alban Conrado Aguilar Lesli Tongyofen Lolita Manzano	<ul style="list-style-type: none"> • To design the activity and its mechanics • Prepare the Purchase Request for the materials

Master of Ceremonies:

DAY 1 : Lourdes Lomas-e
Whitney Dawayen

DAY 2 : Khaju Luisa Fedcheck
Leonard Dawaton