



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



October 16, 2024

DIVISION MEMORANDUM  
No. 596-2024

**2024 INDIGENOUS PEOPLES MONTH CELEBRATION AND CULMINATING  
ACTIVITY**

To: CID Chief Education Supervisors  
Public Schools District Supervisors  
Public School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 62, s. 2011 titled "Adopting the National Indigenous Peoples Education (IPEd) Policy Framework" and Presidential Proclamation No. 1906, s. 2009 declaring the month of October of every year as National Indigenous Peoples Month with the theme "**Katutubong Karunungan Tungo sa Inklusibong Kaunlaran**", the SDO-Baguio City announces the result of the meeting of TWG conducted last October 8, 2024. The scheduled culminating activity of SDO-Baguio City will be on November 8, 2024.
2. All districts are advised to prepare a cultural presentation showcasing the Indigenous Knowledge Systems and Practices (IKSPs) of the different Indigenous Cultural Communities (ICC) to be presented during the activity. Please refer to the attached enclosure 1 for your reference and other information about the activity.
3. Immediate and wide dissemination of this memorandum is desired.

**SORAYA T. FACULO, PhD CESO VI**  
Schools Division Superintendent *mf*



**Enclosure 1**

SDO BAGUIO CITY IP MONTH CELEBRATION

Theme: “**Katutubong Karunungan Tungo sa Inklusibong Kaunlaran**”Date: **November 8, 2024** Venue: **PFVR**Attire: **Ethnic inspired/ attire****A. Program of Activities**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
PART I 7:00-7:30	Arrival	
7:30-8:30	Traditional Blessing	Elders
8:30 - 9:30	REGISTRATION	OSDS
PART II 9:30-12:00	<b>PROGRAM PROPER</b> Preliminaries - Lupang Hinirang  Acknowledgment of Participants  Welcome Remarks & Statement of Purpose  Intermission  Introduction of the Keynote Speaker  Message	ICT  Master of Ceremony  Juliet C. Sannad, EdD-CID Chief  RO IP Congress participants  Soraya T. Faculo, PhD CESO VI Schools Division Superintendent  Atty. Mauricio G. Domogan CAB Chairman
PART III 10:00-12:00	SDO-Baguio City IPEd Milestones (AVP)  Presentation (7 minutes) per ICC/ District (7 minutes) 1. Abra- District 7 2. Apayao-District 3 3. Benguet 1- District 2 (chant) 4. Benguet 2-District 4 (dance) 5. Ifugao-District 10 6. Kalinga 1-District 1 (Chant) 7. Kalinga 2-District 5 (dance) 8. MP 1-District 8 (chant) 9. MP 2-District 9 (dance) 10. Muslim/IPs from Mindanao-D6  Closing Remarks  Community Dance	Juliet C. Sannad, EdD-CID Chief  Overall-Lourdes Lomas-e  D1- Nixon Elahe D2- Rosanna Dizon D3-Rey Gapasin D4- Nancy Dumalili D5- Rosiebeel Marzo D6-Lourdes Lomas-e D7- Jayrerose Guevara D8- Brendalee Awingan D9- Marilyn Tami-ing D10- Santaiaigo Bugtong  Niño Tibangay-SGOD Chief  IPED Core Group
Part IV 1:00 - 5:00	Indigenous Games (with entry per district & 1 entry for SDO personnel) <i>sanggol</i> (male & female)-, <i>sigsigking</i> , <i>dama</i> , <i>sakwil</i> , <i>inubuan di bato</i> , <i>ginuyuddan</i> (without rope), <i>uggub</i> etc. Game 1-Alexander Tumapang & Riona Copiling Game 2-Jackson Cayaos & Juliet Piok Game 3-V. Accad & Asuncion Saguid Game 4- Warren Ngayawon & Lolita Manzano Game 5 –Jeffrey Aliga-Jojo Ambros	Alexander Tumapang, J. Cayaos & V. Accad

## B. Working Committees

Committee/Responsible Person	Roles/Functions	Timeline
1. Communication/ Invitation/ Event Program Lead: <b>Juliet Sannad,EdD</b> Co-Lead: <b>Armi Victoria Fiangaan</b> Member: <b>Sydney Carino &amp; Rhenick Caparas</b>	1. Prepare formal invitations to guest speakers and visitors. 2. Design and prepare the event program. 3. Distribute invitations and event programs, ensuring they reach all intended recipients.	Oct. 16-31, 2024
2. Refreshments/Food Lead: <b>Nino Tibangay</b> Co-Lead: <b>Asuncion Saguid</b> Members: <b>SGOD &amp; ALS team</b>	1. Coordinate with the suppliers to arrange for the timely delivery of food (baboy)and other condiments, ingredients, and beverages to the venue. 2. Oversee the setup of food stations/distribution or buffet areas. 3. Handle any issues that may arise related to food service, such as supply shortages. 4. Ensure that participants, guests, and visitors are properly served with food and beverages at their tables/areas.	Oct. 16- Nov.8, 2024
3. Intermission, Community Dance and Entertainment Lead: <b>Valeriano Accad</b> Co-Lead: <b>Jackson Cayaos</b> Members: <b>IPEd Core</b>	1. Organize the IPEd group to present an intermission number/s during the event. 2. Lead the grand march towards the end of the program.	Oct. 16- Nov.8, 2024
4. Documentation/AV Presentation (Preliminaries and SDO milestones) Lead: <b>Christopher David Oliva</b> Co-Lead: <b>Riona Copliling</b> Members: <b>Crisatina Lingbanan &amp; documenters per ICC/group</b>	1. Gather details and major or significant achievements of IPEd in the SDO for the past 10 years. 2. Prepare an Audiovisual Presentation for SDO Baguio IPEd Milestones. 3. Capture key moments through written notes, photographs, or video recordings during the event. 4. Upload videos/ pictures in Google Drive to be provided by the team leader. 5. Compile and organize all documentation, including photos, videos, and written reports to be uploaded in the LR OSS to be used as non-print LRs.	Oct. 16-Nov. 8, 2024
5. Sound System/Audio Visual Lead: <b>Harris Dizon</b> Members: ICT staff/team	1. Install and set up sound equipment, including microphones, speakers, audiovisual equipment, projectors, screens, and computers. 2. Coordinate with speakers, performers, and presenters to collect audio-visual materials (e.g. SDO IPEd Milestones) and music of the performers, etc. 3. Manage the sound system during the event, including adjusting volume levels and addressing any audio issues. 4. Dismantle and pack up sound audiovisual equipment after the event	2 days before, during, and immediately after the event



<p>6. Stage Decoration/ Physical Arrangement Lead: <b>Rosanna Dizon</b> Co-Leads: <b>V. Alindayo</b> Members: <b>all maintenance staff</b></p>	<ol style="list-style-type: none"> <li>1. Design a plan for stage decoration and select appropriate materials, colors, and decor elements.</li> <li>2. Install stage decorations, including backdrops, lighting, and props.</li> <li>3. Arrange the physical layout of the venue, including seating, tables, and other furniture.</li> <li>4. Coordinate with other committees (registration, sound system, audiovisual) to align physical arrangements.</li> <li>5. Ensure the event space is returned to its original state or cleaned.</li> </ol>	<p>Nov 7-8, 2024</p>
<p>7. Prizes Lead: <b>L. Mangangey</b> Co-Lead: <b>Lilibeth Degsi</b> Members: <b>Juliet Piok &amp; Amil Flamiano</b></p>	<ol style="list-style-type: none"> <li>1. Coordinate or reach out with potential partners and suppliers who may be interested in donating items for prizes, through formal communication.</li> <li>2. Arrange for the delivery or collection of donated items.</li> <li>3. Manage the distribution of raffle prizes to winners during the event.</li> <li>3. Prepare/send personalized thank-you letters to donors, acknowledging their contributions and expressing gratitude.</li> </ol>	<p>Oct. 16- Nov.8, 2024</p>
<p>8. Registration, Ushers/Usherettes Registration: <b>LR team</b> Ushers/Usherettes <b>-all EPSs</b></p>	<ol style="list-style-type: none"> <li>1. Set up registration desks and prepare attendance sheets.</li> <li>2. Manage the registration process, ensuring that all attendees affix their signatures in the attendance sheets.</li> <li>3. Guide the participants on their seating arrangements and designated areas for the SDSs/ASDs, IP elders/CAB, guests and visitors</li> <li>4. Secure the attendance sheets for liquidation</li> </ol>	<p>Nov 7-8, 2024</p>
<p>9. Indigenous Games (1 entry per district &amp; 1 entry for SDO personnel) sanggol (male &amp; female), sigsigking, dama, sakwil, inubuan di bato, ginnuyudan (without rope);uggub etc. Lead: <b>A Tumapang &amp; J. Cayaos</b> Co- lead: <b>F. Agpawa</b> Members: Game 1-<b>A.Tumapang, Riona Copiling</b> (sanggol) Game 2-<b>J. Cayaos &amp; J. Piok</b> (dama) Game 3- <b>V. Accad &amp; A. Saguid</b> (salikawkaw) Game 4- <b>W. Ngayawon &amp; L. Manzano</b> (uggub) Game 5 -<b>Jeffrey Aliga &amp; J.Ambros</b> (ginnuyodan)</p>	<ol style="list-style-type: none"> <li>1. Secure and prepare the venue for the games, ensuring there is adequate space and safety measures in place.</li> <li>2. Organize participants into appropriate groups or teams, ensuring an enjoyable experience for everyone.</li> <li>4. Ensure the venue is cleaned up and returned to its original state after the games</li> </ol>	<p>Oct. 7- Nov. 8, 2024 Oct. 14-Nov. 7, 2024 before, during, and after the event</p>

**Target Participants:**

<b>PARTICULARS</b>	<b>NUMBER</b>
Division Office	
* Regular employees	90
* SEF	34
* Outsource SGs	5
* COA	3
School heads	67
IPed coordinators	67
IPed Core Group	16
Guests and Visitors	2
* Guest Speaker and Team	12
* IP Elders/CAB & other visitors	
<b>TOTAL</b>	<b>296</b>