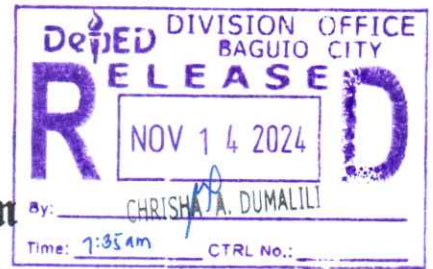




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



November 13, 2024

DIVISION MEMORANDUM  
No. 663-2024

**MEETING RE: 2024 DIVISION INDIGENOUS PEOPLES (IP) MONTH  
CELEBRATION AND CULMINATING ACTIVITY**

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

1. Relative to Division Memorandum (DM) 596 s. 2024 & DM 635 s. 2024 re: **2024 Division IP Month Celebration & Culminating Activity**, this office announces that there will be a meeting of Technical Working Group/ Committees of the said activity on November 14, 2024 @ 8:30 AM at the 2<sup>nd</sup> floor conference hall.
2. Kindly see attached enclosure 1 for the list of participants.
3. Immediate and wide dissemination of this memorandum is desired.

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

*For the Schools Division Superintendent*

**NIEVES D. EBANIO**  
*Administrative Officer V*



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**Enclosure 1**

<b>Committee/Responsible Person</b>	<b>Roles/Functions</b>
<p>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></p>	<p>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.</p>
<p>2. Refreshments/Food  Lead: <b>Nino Tibangay</b>  Co-Lead: <b>Asuncion Saguid</b>  Members: <b>SGOD &amp; ALS team</b></p>	<p>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.</p>
<p>3. Intermission, Community Dance and Entertainment  Lead: <b>Valeriano Accad</b>  Co-Lead: <b>Jackson Cayaos</b>  Members: <b>IPEd Core</b></p>	<p>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.</p>
<p>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></p>	<p>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.</p>
<p>5. Sound System/Audio Visual  Lead: <b>Harris Dizon</b>  Members: ICT staff/team</p>	<p>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</p>



<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>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>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>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>