



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

**Office of the Schools Division  
Superintendent**

March 16, 2020

**DIVISION MEMORANDUM**  
NO. 044, S. 2020

**PARTICIPATION OF THE SCHOOLS DIVISION OF CAPIZ  
IN THE WREATH LAYING CEREMONY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD & CID)  
School Head, Capiz National High School  
All Others Concerned

1. The Schools Division of Capiz is in-charge in facilitating the program during the **Wreath Laying Ceremony, in commemoration of Pres. Manuel A. Roxas 72<sup>nd</sup> Death Anniversary on April 15, 2020, 9:00 AM at Roxas City Plaza.**
2. Anent this, we are requesting the following DepEd Personnel to attend during the said ceremony:
  1. Schools Division Superintendent;
  2. Assistant Schools Division Superintendent;
  3. Chief Education Supervisors, CID & SGOD;
  4. School Head, Capiz NHS; and
  5. Working Committees.
3. Furthermore, committees are created for the successful conduct of the said activity, to wit:

Souvenir Program:	<b>CHERYL ANNE DEL ROSARIO</b> Gerry Roxas Foundation
Distribution of Souvenir Program/Invitation:	<b>SCHOOLS DIVISION OF CAPIZ</b>
Master of Ceremony:	<b>FRANCIS RUSSEL P. VARON</b> Capiz National High School
Wreaths and Stand:	<b>MS. NANNETTE G. CALIXTERIO</b> <b>MR. ROMAR S. JARAVELO</b>
Chairs, Tent, Podium, Sound System, Flags, Flag Poles, Industrial Fans	<b>PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE</b>
Ushers and Usherettes:	<b>CAPIZ NATIONAL HIGH SCHOOL</b>
Foods (snacks and lunch):	<b>PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE</b>
Preparation of the Venue: (Cleanliness of the Vicinity of the Monument)	<b>ROXAS CITY TOURISM AND CULTURAL AFFAIRS OFFICE</b>
Ceremonial Guards:	<b>PHILIPPINE NATIONAL POLICE</b> Capiz Provincial Office



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph  
**Website:** <http://depedcapiz.ph>



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- Choir: **DORISLYN T. BELLOSILLO**  
SDO Capiz Music Coordinator
- Coordinators: **MR. BRYAN ARGOS**  
Roxas City Tourism and Cultural Affairs Office
- MS. RENAREY Q. AGUIHAP**  
Provincial Tourism and Cultural Affairs Office
- Chairmen: **MS. NANNETTE G. CALIXTERIO**  
Senior Education Program Specialist, SM & N
- MR. ROMAR S. JARAVELO**  
Education Program Specialist II, SM & N
- MR. ALLEN O. AGUIRRE**  
Head Teacher VI, Capiz National High School
- Consultants: **MR. ALPHONSUS D. TESORO**  
Provincial Tourism and Cultural Affairs Officer
- DR. SALVADOR O. OCHAVO JR., CESO V**  
Schools Division Superintendent  
Schools Division of Capiz
4. For Schools Division of Capiz Participants, please wear your WVRAA T-shirt and Maong Pants during the said event.
6. Immediate dissemination of this Memorandum is desired.

**SALVADOR O. OCHAVO JR., EdD, CESO V**  
Schools Division Superintendent

