



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

November 9, 2023

DIVISION MEMORANDUM

No. 565, s. 2023

**2023 PARTNERS AND STAKEHOLDERS RECOGNITION
AND APPRECIATION PROGRAM**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors – SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Elementary, Secondary and Integrated School BE/Partnership Focal Persons
All Others Concerned

1. In consonance with Memorandum OUOPS No. 2023 – 06 – 6584 dated July 14, 2023 titled **“Guidelines on the Release, Utilization, Monitoring and Reporting of Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP) for Fiscal Year 2023”**, the School Governance and Operations Division (SGOD) through the Social Mobilization and Networking Unit will conduct the **2023 Partners and Stakeholders Recognition and Appreciation Program on December 6, 2023 (Wednesday)**. The venue will be announced later.
2. This activity aims to:
 - a. initiate, encourage and strengthen cooperation among education partners and stakeholders; and
 - b. appreciate and recognize partners and stakeholders who displayed outstanding contribution in the implementation of Adopt-a-School Program (ASP).
3. The participants to this activity are the following:

Participants
▪ SDS
▪ ASDS
▪ CES, CID & SGOD
▪ Public Schools District Supervisors
▪ Education Program Supervisors
▪ LGU (Local Chief Executives/ Chair, Committee on Education of Different Municipalities)
▪ LGU Province
▪ SDO Capiz Partners and Stakeholders
▪ President, Provincial Federated PTA Officers SY 2022 – 2023 & 2023 - 2024
▪ Education Partners and Stakeholders District Level including Capiz NHS



Address: Banica, Roxas City
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- | |
|--|
| ▪ District Brigada Eskwela and Partnership Focal Persons including Capiz NHS |
| ▪ Section/Unit Heads |
| ▪ SDO Personnel and Working Committees |

4. Each district (elementary, secondary, and integrated schools) is requested to submit two (2) partners/stakeholders (private or NGO – group/institutional or individual) who displayed outstanding contribution in the implementation of Adopt-a-School Program (ASP) **on or before November 17, 2023** through a google link. The link will be posted at BE/Partnership group chat.
5. Attached are the working committees and schedule of activities for reference.
6. It is expected that all participants will be dressed in "Filipiniana" and "Barong".
7. Expenses relative to the conduct of this activity are chargeable against the downloaded fund for Adopt-a-School Program (ASP) and other funds/sources subject to the usual accounting and auditing rules and regulations
8. For more information about this activity, contact **Mr. Romar S. Jaravelo**, EPS II, Social Mobilization and Networking Unit of School Governance and Operations Division (SGOD), Mobile No. 09128108586.
9. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference:
OUOPS No. 2023 – 06 – 6584, s. 2023

To be indicated in the Perpetual Index
under the following subjects

PROGRAMS
AWARDS

SCHOOLS
RECOGNITION

PARTNERSHIPS



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SCHEDULE OF ACTIVITIES

<i>Date</i>	<i>Activities</i>
November 10, 2023	Preparation: Lay-outing of Plaques and Certificates
November 13, 2023	On-line Orientation with District BE/Partnership Focal Persons including Capiz NHS
November 14-17, 2023	<ul style="list-style-type: none">▪ Delivery of the Letter of Communication to Partners/Stakeholders▪ Consolidating the List of Partners/Stakeholders including Logo for the Group/Institutional and Picture for the Individual Partners/Stakeholders
November 20, 2023	Orientation with the Different Working Committees
November 21, 2023	Finalization of the Program
November 22, 2023	Conference with the following: <ul style="list-style-type: none">▪ IT Technical Support on the proceedings of the program▪ Hosts
November 23, 24, 27, 28, 2023	Finalization of the following: <ul style="list-style-type: none">▪ Program▪ Layout and Sequence of the Program to be Displayed on the LED Wall
November 29, 2023	Labelling of the Plaques and Certificates by the Committee Members
December 1 & 4, 2023	Updating of the Preparation by the different working committees
December 5, 2023	<ul style="list-style-type: none">▪ Preparation of Venue▪ Dry Run
December 6, 2023	2023 Partners and Stakeholders Recognition and Appreciation Program



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AND APPRECIATION PROGRAM**

WORKING COMMITTEES

PROGRAM COMMITTEE

Chairman: Mr. Romar S. Jaravelo – EPS II, SocMob
Members: Ms. Yzarda Caludette Ballera – PDO I
Dr. Buddy E. Alvarez Jr. – Master Teacher I – Sapian NHS

INVITATION/PROTOCOL OFFICERS COMMITTEE

All District BE/Partnership Focal Persons including Capiz NHS

PREPARATION/LAYOUT OF CERTIFICATES & PLAQUES COMMITTEE

Chairman: Mr. Romar S. Jaravelo
Members: Ms. Jamie Rose C. Magsila – ADAS, SGOD
Mr. Kriss Jude C. Jamandron – IGP

DECORATION AND BOOTH

Chairman: Mr. Cerelo Villagrancia – ADAS
Members: Mr. Ronnel B. Bechayda – Master Teacher, CLRANHS
Juneth A. Fuene – ALS Teacher

IT TECHNICAL SUPPORT, SOUND AND LED WALL

Chairman: Mr. Emmanuel V. Lati – Division ITO
Members: Mr. Geneboy Amador – Teacher, Dulangan NHS
Mr. Vincent Lausa – School Head, Basiao NHS
Mr. Erden Gentolea – Teacher, Pontevedra NHS
Mr. Larry Mar Farinas – Teacher, Ivisan NHS

VENUE/HALL PREPARATION/PHYSICAL ARRANGEMENTS

Chairman: Engr. Marlon V. Clarito – Division Engineer III
Members: Mr. Eduardo Villafuerte – Division Planning Officer
Mr. Rene Hortillas Jr. – Nurse II
Mr. Rechie Bayhon – Nurse II
Mr. Kriss Jude C. Jamandron

REGISTRATION

Chairman: Mr. Jerry Mosquite – EPS II, HRD
Members: Ms. Mary Grace Atinon – EPS II, M & E
Ms. Glenda Marie B. Botin, JD – PDO II
Ms. Jamie Rose C. Magsila
Mr. Kriss Jude C. Jamandron

DOCUMENTATION COMMITTEE

Chairman: Mr. Alvin Braulio – Nurse II
Member: Ms. Jhean Mae Grace Lingco – PDO I

FOOD

Chairman: Dr. Immaculada J. Amores – SEPS, HRD
Members: Dr. Marggie Obligacion – SEPS, Research and Planning



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USHER & USHERETTE

Chairman: Dr. Joy Arnold T. Lejos – Medical Officer III
Co-Chairman: Mr. Ronald D. Dile – SEPS, M & E
Members: Dr. Lourdelyn Fuentes – SDO Dentist Ms. Sheralyn Baticados – Nurse II
Ms. Candelaria Talabucon – Nurse II Ms. Monna Liza Eribal – Nurse II
Ms. Joanne Dequina – Nurse II Ms. Rolendy De Pedro – Nurse II
District BE/Partnership Focal Persons including Capiz NHS

TRANSPORTATION SERVICES COMMITTEE

Chairman: Mr. Francis Embucado
Members: Mr. Jim Duenas
Mr. Christian Czar Bartocillo
Mr. Rey Bernaldez

WAYS & MEANS

Chairman: Ms. Rhodela Martinez – Administrative Officer IV
Members: Ms. Armida Gonzales
Mr. J-Carl Bediones
Mr. Nazzer Albana
Mr. Victor Berjamin
Mr. Jordan Bundalan

MEDICAL

Chairman: Dr. Joy Arnold T. Lejos
Co-Chairman: Mr. Ronald D. Dile
Members: Dr. Lourdelyn Fuentes Ms. Sheralyn Baticados
Ms. Candelaria Talabucon Ms. Monna Liza Eribal
Ms. Joanne Dequina Ms. Rolendy De Pedro

MASTERS OF CEREMONIES

Ms. Yzarda Claudette Ballera
Mr. Buddy Alvarez Jr.

M & E AND END OF THE PROGRAM EVALUATION

Chairman: Mr. Ronald Dile
Member: Ms. Mary Grace Atinon

OVER-ALL CHAIRMAN

Mr. Romar S. Jaravelo

CONSULTANTS

DR. EDNA B. AZCARRAGA – EPS/OIC – Office of the CES - SGOD
DR. SEGUNDINA F. DOLLETE - CES, CID
MS. MA. LUNIE B. SAMPANI, CPA, MPA – Assistant Schools Division Superintendent
DR. MIGUEL MAC D. APOSIN, CESO V – Schools Division Superintendent



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