



Republic of the Philippines
 Department of Education
 Region IV-A (CALABARZON)
DIVISION OF CAVITE
 Trece Martires City



October 1, 2015

DIVISION MEMORANDUM
 No. 071, s. 2015

2015 INTERNATIONAL ZUMBA-RUN PARA SA BATANG CAVITEÑO

To: Assistant Schools Division Superintendent
 OIC Assistant Schools Division Superintendent
 Chief, CID/ SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Heads, Public and Private Elementary and Secondary Schools

1. Education of the youth is a shared obligation of the government and the citizenry. The active participation and strong support of the community stakeholders to educational programs and initiatives of the government is vital to sustainable development.
2. The Department of Education's timeline for Senior High School implementation next year required effective collaborations among education stakeholders and beneficiaries both in the national and local level. In connection to this, the Division of Cavite will initiate an **International Zumba-Run para sa Batang Caviteño** which will be held simultaneously in each of the cities and municipalities in the Division and some areas with organization of Caviteños in different countries on **November 30, 2015**.
3. This activity aims to:
 - a. encourage the participation of the education and community stakeholders - parents, teachers, alumni, business sectors, and local government - to help in the fund raising for the benefit of the Senior High School implementers in their city or municipality.
 - b. seek the help of Filipino communities and associations abroad to help the SHS implementers in their home towns or cities; and
 - c. promote health and wellness lifestyle in the communities.
4. Each city or municipality in the Division of Cavite shall organize and conduct a zumba-run in coordination with the local government officials, parents and teachers associations, business sector, professional organizations, retirees, alumni, and teachers and non-teaching personnel.
5. Through the leadership of the Municipal/City Mayors, Filipino communities and associations here and abroad shall be mobilized to support their home city/municipality by organizing the same activity in the host country or sending financial pledges or donations to their home towns.

Mechanics and Guidelines for the Conduct of 2015 International Zumba-Run para sa Batang Caviteño

Run

1. The International Zumba-Run para sa Batang Caviteño is open to all individuals who are fit to run for 1 KM, 3 KM, and 5 KM.
2. The participants must pre-register on or before October 30, 2015 at the nearest public secondary and elementary schools.
3. Registered participants will receive singlet which will be used on the day of the Zumba-Run; those who will register after the deadline may no longer receive official singlet.
4. The participants must be on the designated venue 30 minutes before the start of the Run for briefing and other instructions related to their participation.
5. The first three completers for 1 KM, 3 KM, and 5 KM will receive gold medal and certificate of recognition.

Zumba

1. The International Zumba-Run para sa Batang Caviteño is open to all individuals who wanted to participate in the 1-hour Zumba session.
2. The participants must pre-register on or before October 30, 2015 at the nearest public secondary and elementary schools.
3. Registered participants will receive singlet which will be used on the day of the Zumba-Run; those who will register after the deadline may no longer receive official singlet.
4. The participants must be on the designated venue 30 minutes before the start of the zumba session for briefing and other instructions related to their participation.

6. The Run will be for 1 KM, 3 KM, and 5 KM while those who will not run may join the Zumba. The registration for the zumba-run will be as follows:

a) Run

- 1 KM - Php 250.00
- 3 KM - Php 200.00
- 5 KM - Php 150.00

b) Zumba - Php 250.00

7. All the proceeds collected during the conduct of this activity will be pooled in and utilized to purchase SHS equipment needed by the public SHS implementers. Procurement of the equipment must adhere to accounting and auditing rules and regulations.

8. All Division Personnel shall pre-register at the Division Office through the Committee on Registration and may join in either running or zumba session in their respective city or municipality during the conduct of the activity.

9. Immediate and wide dissemination of this Memorandum is highly expected.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

Enclosure No. 2 to the Division Memorandum No. _____, s. 2015

2015 International Zumba-Run para sa Batang Caviteño

PROGRAM OF ACTIVITIES

Time	Activities
Zumba-Run	
5:00 - 6:00	Registration (On-site) for late registrants/ walk-in
6:00 - 6:15	Briefing of Participants
6:15 - 7:30	Zumba - Run
7:30 – 8:00	Closing and Awarding Program

EXECUTIVE COMMITTEE AND TECHNICAL WORKING GROUP

EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

EDITHA M. ATENDIDO, Ed. D.
Assistant Schools Division Superintendent

DAIZY Z. MIRANDA, Ed. D.
OIC, Office of the Schools Division Superintendent
Chief-School Governance Operations
Division

ELPIDIA B. BERGADO, Ed. D.
Chief- Curriculum Implementation Division
Over-all Coordinator

EMILY R. QUINTOS
Vice Chairman

MEMBERS:
ALL EDUCATION PROGRAM SUPERVISORS
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS

TERMS OF REFERENCE:

The Executive Committee shall:

1. Serve as the overall decision and policy making body in coordination with the technical working group.
2. Issue memoranda pertinent to the conduct of the International Zumba-Run for Senior High School.
3. Monitor the planning timeline (pre-planning, planning, and post-planning stage)
4. Provide technical assistance to each working group.

All EPSs shall:

1. Conduct orientation sessions to their adopted cities/municipalities using the Official Orientation Template.
2. Assist the PSDSs in organizing city/municipal technical working groups.
3. Ensure proper coordination with the PSDSs, elementary and secondary School Heads, and LGUs for maximum participation of all sectors.
4. Keep updates and ensure that all preparations meet the set guidelines and timelines.
5. Report regularly to the Overall Chairman/Executive Committee.
6. Regularly coordinate with all Division TWGs for updates and matters concerning the smooth conduct of the activity.

All PSDSs shall:

1. Work with the LGU officials on the conduct of the activity, its proceeds, and in coordinating with Filipino communities and associations here and abroad to

solicit their support through pledges and donations by organizing the same activity in their host country or territory.

2. Organize separate TWGs (including logistics) for zumba and running and establish systems for registration in their respective cities or municipalities.
3. Create a mechanism for information dissemination and documentation.
4. Report regularly to their Parent Supervisors about the progress of their plans and preparations for the activity.
5. Help in the identification of venues (Assembly Area, Starting Line and Finish Line, Route, Zumba Session Venue, Recorder's Stations, and others).

COMMITTEE ON REGISTRATION

Over-all Chairman: **JONATHAN S. JIMENEZ**

TERMS OF REFERENCE:

The Chairman of the Committee on Registration shall:

1. Monitor the progress of the preparation for the Zumba-Run of each city or municipality daily.
2. Coordinate with the City or Municipality committee counterparts to determine the progress of the local and international preparations especially those matters concerning the participants.
3. Keep track the updated list of participants per city or municipality for singlet distribution as well as for transparency and accountability.
4. Coordinate and report with the Executive Committee from time to time to ensure that the program will be implemented as planned.
5. Consolidate the names and numbers of participants and provide the Executive Committee with the necessary information relevant to the conduct of the activity.
6. Receive payment and issue provisional receipts or acknowledgement on the payments for the singlet by each unit and provide daily reports of the collections for transparency and accountability.
7. Issue Official Registration Form to each Unit Coordinator for logistics purposes.

Members:

MELENCIO PERDON – East Unit
ANNA ROSE B. ATENDIDO – East Unit
ALLAIN B. ALVAREZ – North Unit
ARE ABA R. ADRIANO – North Unit
MARY ANN B. GATPANDAN – South Unit
ELMA P. AURE – South Unit
JESSELLE MARK P. REYES – West Unit
FELISA C. MATEL – West Unit
MARLYN D. VILLANUEVA – West Unit
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL SECONDARY SCHOOL HEADS

TERMS OF REFERENCE:

The Members of the Committee on Registration shall:

1. Coordinate with the Chairman from time to time for updates relevant to the conduct of Zumba-Run.

2. Help the Chairman in gathering the necessary data on the number of participants and issues concerning participation daily.
3. Help the Chairman in the issuance of receipts or acknowledgements of payment for singlets of the participants.
4. Report to the Chairman anything that will affect the number of participants and participation to the activity.

SECRETARIAT/ COMMITTEE ON COMMUNICATION

Chairman: **MIGNON CECILE M. MANGOBA**

TERMS OF REFERENCE:

The Chairman of the Secretariat/Committee on Communication shall:

1. Prepare communication letters to LGUs regarding the Zumba-Run activity.
2. Maintains an open line of communication among the LGUs and between the Technical Working Group.
3. Oversee the proper documentation of the activity from the planning stage up to the evaluation stage.
4. Assign focal persons to take videos or photographs before, during, and after the activity.
5. Receive e-copy of narrative report and upload the same in the Division website.

Members:

THERESA C. BAUTISTA – West Unit
LORENA L. ARCA – North Unit
MARY ANGELIC P. FEDEROSO – East Unit
HAZEL P. CASTRO – South Unit

TERMS OF REFERENCE:

The Members of the Secretariat/Committee on Communication shall:

1. Help the Chairman in the preparation of the necessary communication letters for the LGUs, civil society units, different sectors of the society, and Filipino communities and organizations abroad.
2. Do other tasks as may be deemed necessary for the effective channeling of information.
3. Help in the documentation procedures before, during, and after the activity.
4. Assist the Chairman in the identification and assigning focal persons in each city or locality to take photos and videos of the event.
5. Prepare the draft of narrative report and submit such draft to the Chairman.
6. Revise and edit the narrative report as may be deemed necessary by the Chairman.

COMMITTEE ON AWARDS AND CERTIFICATES:

Chairman: **VERNA C. CABAYA**

TERMS OF REFERENCE:

The Chairman of the Committee on Awards and Certificates shall:

1. Evaluate and edit the contents of certificates to be given to LGUs and participants.
2. Provide suggestions about the design of medals to be given to first completers in the Run.
3. Coordinate with other Committees from time to time for effective channeling of information such as number of qualified participants, number of participants to receive certificates, and names of participants to receive medals.
4. Provide e-copy of the Certificates to each city or municipality two weeks before the conduct of the activity.
5. Determine the source of funding for the printing certificates and casting of medals and provide detailed report on the matter.

Members:

ARMANDO CARINGAL – West Unit
ELAINE BALEN – North Unit
NORITA VASQUEZ – East Unit
LAURA CREMA – South Unit

TERMS OF REFERENCE:

The Members of the Committee on Awards and Certificate shall:

1. Draft the content and design of the certificates.
2. Prepare the design of the medals.
3. Submit e-copy of the finalized design of certificates to the Chairman.
4. Help the Chairman in the identification of funding sources for the printing of certificates and casting of medals.
5. Maintain an open line of communication with LGUs and other working committees.

COMMITTEE ON ATTIRE:

Chairman: **MARLENE P. PANGANIBAN**

TERMS OF REFERENCE:

The Chairman of the Committee on Attire shall:

1. Ensure that all registered participants in each city or municipality received their singlet at least a day before the Zumba-Run.
2. Coordinate with the PSDSs to ensure that the unit color (color during the Sports Competition) will be used in the singlet design.
3. Coordinate with the Committee on Registration from time to time to determine exact number of participants who are qualified to receive singlets.

Members:

ALBERT B. ERNI – South Unit
ABEGAIL AREVALO – South Unit
JASMIN SAMBRANO – West Unit
LEONILA L. CUSTODIO – West Unit
KEVIN HERICK AVILLA – North Unit
JOEL A. MINA – North Unit
JEAN GALLARDO – East Unit
RHEA ESCALANTE – East Unit
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS

ALL ELEMENTARY AND SECONDARY SCHOOL HEADS

TERMS OF REFERENCE:

The Members of the Committee on Attire shall:

1. Ensure that the orders for singlet are placed on time or ahead of the set deadline.
2. Help in the distribution of the singlet to the PSDSs and their assigned local counterparts.
3. Coordinate with other Committees from time to time to monitor the progress of the plans and activities relative to the conduct of the activity.

COMMITTEE ON PROGRAMS AND INVITATION:

Chairman: **GINA B. DULCE**

TERMS OF REFERENCE:

The Chairman of the Committee on Program shall:

1. Evaluate the draft and cause the approval of Programs and Invitations template for the Zumba-Run.
2. Provide each city or municipality with the e-copy of the approved program template for printing and distribution.
3. Coordinate from time to time with other working groups to ensure that the activity runs as planned.

Members:

JAY P. FULVADORA – East Unit
MARY JOY C. MENDOZA – South Unit
JUDITH ARTURO – North Unit
RENIEL PATRICK S. TEJIDOR – West Unit

TERMS OF REFERENCE:

The Members of the Committee on Program shall:

1. Prepare the draft of programs and invitations template for the Zumba-Run.
2. Ensure proper coordination with other working groups.

COMMITTEE ON LOGISTICS

Chairman: **JOEL SOLIS**

Members:

RHEA RAMBULAN – South Unit
TEODORO P. FULVADORA, JR. – East Unit
EUNICE P. LOYOLA – North Unit
ROMEO REYES – West Unit

TERMS OF REFERENCE:

The Chairman and the Members of the Committee on Logistics shall:

1. Prepare and control the number tags of the participants for Running.
2. Ensure that all venues complied with the set standards and safety requirements.

COMMITTEE ON MEDICAL

Chairman: DR. RAINERIO U. REYES

Members:

ALL MEDICAL AND DENTAL PERSONNEL IN THE DIVISION, MUNICIPALITY, AND SCHOOLS

TERMS OF REFERENCE:

The Chairman and Members of the Committee on Medical shall:

1. Prepare the schedule and itinerary of medical personnel during the conduct of the activity.
2. Coordinate with municipal/city health offices for medical needs and support services for the participants.
3. Create a mechanism to ensure that all participants are physically fit to join the activity and designate medical booth in each venue.
4. Submit the names and Term of Reference (TOR) of each designated medical team to the Overall Chairman/Executive Committee at least a week before the conduct of the activity.
5. Conduct ocular inspection of the venues to ensure safety of the participants and submit report of the same to the Overall Chairman/Executive Committee.

TERMS OF REFERENCE TO BE ADOPTED BY EACH MUNICIPALITY

COMMITTEE ON ZUMBA

The Committee shall be tasked to:

1. Coordinate with the LGU officials for the identification of venue for the zumba session.
2. Identify zumba instructor who will facilitate the conduct of the zumba session.
3. Determine the source of funds for the sound system, snacks of the instructor, and other incidental expenses.
4. Coordinate with other working groups in the division for the smooth conduct of the activity.

COMMITTEE ON RUN

The Committee shall be tasked to:

1. Coordinate with the LGU officials for the identification of venue for the assembly of the participants, starting line and finish line, recorder's station, and the designation of marshals, deployment of traffic enforcers, route of the Run, provision for drinks and meals (if possible), and deployment of medical personnel.

2. Identify focal persons to coordinate with civil society groups, business sectors, Filipino communities and organizations here and abroad and encourage their participation and support to the activity.
3. Determine the source of funds for the sound system, snacks of the guests, and other incidental expenses.
4. Help LGU officials in the planning stage and provide technical assistance whenever needed and necessary.
5. Place orders of singlet for participants who registered within the specified period of time.
6. Receive singlet from the Chairman of the Committee on Attire on the specified date and time.
7. Distribute the singlet to the qualified participants at least a day before the activity.
8. Receive medals and certificates from the Chairman of the Awards and Certificates at least a day before the conduct of the activity.
9. Coordinate with other working groups in the Division for the smooth conduct of the activity.