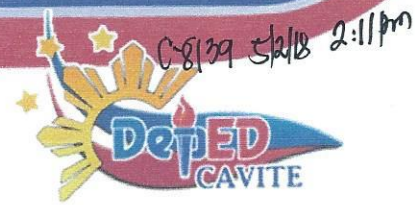




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



April 16, 2018

DIVISION MEMORANDUM
No. 16-s. 2018

**EMPLOYEES WELFARE: SCHOOLS DIVISION OFFICE SEMINAR ON
GENDER AND DEVELOPMENT 2018**

To: OIC, Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Unit and Section Heads
Curriculum and Implementation Division Personnel
School Governance and Operations Division Personnel
Office of the Schools Division Superintendent Personnel

1. This is with reference to Philippine Plan for Gender-Responsive Development 1995 – 2025 and DepEd Order No. 32 s, 2017 entitled, "Gender-Responsive Basic Education Policy".
2. Relative to this, please be informed that the schools division office will have an Employees' Welfare: Gender and Development Seminar on May 16-18, 2018 at Newtown Plaza Hotel, Baguio City.
3. The objectives of this seminar are the following:
 - a. Upgrade the knowledge, attitudes and skills of all personnel at a certain level of health system; and
 - b. Promote employees' physical, mental, psychological, social and spiritual well-being that is gender-responsive.
4. In the same manner, all division office personnel except job orders and disbursing officers to be deployed in schools are required to attend "Oh my Gosh Bigas" Seminar on May 15, 2018, 9:00 – 10:00 a.m. at Bulwagang Tanglaw, DepEd Compound Brgy. Luciano, Trece Martires City Cavite.
5. To provide continues service to our stakeholders, the following personnel shall stay in the office for the said time period and act on urgent matters except on critical matters that needs top management decisions:

SECTION	NAME OF PERSONNEL
Office of the SDS	Glenn Roduta Mignon Cecille Mangoba
Records, ICT and Legal	Sarah Mercaida
Personnel, Accounting, Budget and Cashier	Laura Crema Elenita Feraer Roxanne Guimpatan Eunese Loyola Realisa Rabulan

	Maribel Rojo Tristan Sarmiento Jennifer Tolica
ASDS Office and CID	Jessica Cailing Melinda Ulanimo Wenifreda Diquit Rey Guansing Noel Ortega Eduarda Zapanta Elma Aure
SGOD	Marlene Panganiban Michelle Masicap Reginald Esguerra Albert Erni
Medical	Aimee Eugene Aure Hannah Ayos Maria Fe Ayos Mary Jane Ramirez Grace Ambat Alvin Cayetano Maria Bele Costa Francis Guimpatan Jeric Javier Anna Mrie Magsombol Glaiza Penalba Mary Lovely Joy Perea Mary Jane Ramirez Glaizelle Rodrin
Dental	Grace Tolentino Corazon Lopez Jovelito Hernandez Irma Riego De Dios Joselito Solis

6. Attached is the copy of the Program Management Team in-charge of the activity.
7. Expenses relative to this activity shall be charged against Division GAD fund subject to usual accounting and auditing procedures.
8. Immediate dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. DE MESA
 Schools Division Superintendent

EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA

Schools Division Superintendent

ELIAS A. ALICAYA JR.

OIC, Asst. Schools Division Superintendent

DIANA P. TOPACIO

OIC, Asst. Schools Division Superintendent

ELPIDIA B. BERGADO

Chief, Curriculum Implementation Division

IVAN BRIAN L. INDUCTIVO

OIC- Chief, School Governance and Operations Division

PROGRAM MANAGEMENT TEAM

Registration

ELAINE V. BALEN
HRMO

Teodoro Fulvadora Jr.
Administrative Officer II

Accommodation

GINA B. DULCE
SEPS, HRD

Program

Emily R. Quintos
Education Program Supervisors

Helen Mendoza
Education Program Supervisor

Technical

Mignon Cecille Mangoba
Information Technology Officer

John Mark Soliga
Administrative Aide

Documentation

Reyann Maramag
Project Development Officer I

Julie Vertudez
Project Development Office II



Program of Activity

Day 1.

4:00 – 4:30 am	ETD
10:00 am	ETA
11:00 am – 1:00 pm	Early Lunch / Free Time
2:00 pm	Check – in
2:00 pm – 5:00 pm	Free Time
6:00 pm	Dinner
7:00 pm	Socials

Day 2.

6:00 am	Wake Up Call
6:30 am	Zumba
7:00 am	Breakfast
8:00 am	City Tour
6:00 pm	Dinner
7:00 pm	Free Time

Day 3.

7:00 am	Breakfast
8:00 am – 11:45 am	Free Time
12:00 pm	Check - out
1:00 pm	ETD
7:00 pm	ETA

Socials Proper:

Attire: Bohemian Theme
Masters of Ceremony: Jay Fulvadora
Teodoro Fulvadora Jr.

Highlight: Your Face Sound Familiar: Cavite Edition
Participants: 2 entries per division (2 – OSDS, 2 – CID, 2 – SGOD)
Each entry may be composed of solo, duet or group performance

Criteria for Judging: Voice quality – 15%
Ability to copy the artist's voice
Appearance and Stage Presence – 30%
Use of costumes and props – and how well the costumes, hair styles and the look or action of the original artist are being recreated.
Overall Creativity – 40 %
Crowd Appeal and Audience Response – 15%
Ability to engage the crowd and generate audience response.

Performance: Must be maximum of 5 minutes
(music must be submitted to Ms. Joy Mendoza and Kristine dela Rosa on or before May 11, 2018)

Prize: Certificate and Cash Prize