



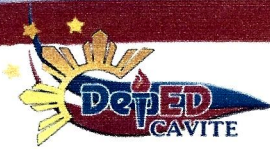
November 23, 2018

DIVISION MEMORANDUM
NO. 357s., 2018

DEPED CAVITE ANONG SEI MO?
YEAR-END PARTY

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Unit Heads
Curriculum and Implementation Division Personnel
School Governance and Operations Division Personnel
OSDS Personnel
All Concerned

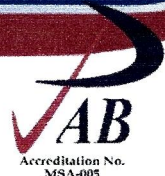
1. To spread the spirit of peace and love this Yuletide season, please be informed that the Office's Year-End Party will be held on December 17, 2018, 3:00 p.m. – 10:00 p.m. at Tagaytay Haven – Ulat, Silang Cavite.
2. Participants to this year-end party are the following:
 - OSDS Personnel
 - SGOD Personnel including ISO Technical Working Group and selected school-based personnel
 - CID Personnel including Mobile Teachers
3. This year's event shall be Pajama Theme Christmas Party, thus every personnel is expected to wear **pajama inspired outfit and accessories**.
4. Each division and unit shall be divided into following groupings and are expected to prepare five-minute presentation with the theme: "DepEd Cavite Christmas Ngayon, Anong SEI mo?":
 - a. OSDS (SDS and ASDS Office; Legal; ICT; ISO Technical Working Group)
 - b. Admin; Records; Personnel; Supply; Cashier; Security and Utility
 - c. Budget and Finance; Accounting; Disbursing Officers; Senior Bookkeepers
 - d. North District*
 - e. East District*



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



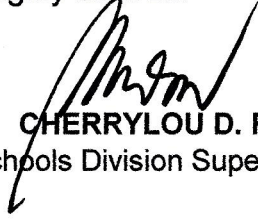
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- f. West District*
- g. South District*
- h. SGOD including Medical Officers, Dentists, Selected Registrars
- i. CID including EPSA

*Districts include PSDSs, Nurses, ALS Mobile Teachers, and ADAS II and III

- 4. Every personnel are expected to bring 200.00-peso worth of present for the musical exchange gift.
- 5. Attached to this Memorandum are the Management Committee (Annex 1) and Program of Activities (Annex 2).
- 6. Expenses relative to the conduct of this event shall be charge against available Division MOOE Fund subject to usual accounting and auditing procedure.
- 7. Immediate dissemination of this Memorandum is highly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent



Annex 1. Management Committee

EXECUTIVE COMMITTEE

CHERRYLOU D. REPIA
 Schools Division Superintendent

ELIAS A. ALICAYA JR.
 OIC, Asst. Schools Division Superintendent

IVAN BRIAN L. INDUCTIVO
 OIC, Asst. Schools Division Superintendent

ELPIDIA B. BERGADO
 Chief, Curriculum and Implementation Division

DIANA P. TOPACIO
 OIC Chief, School Governance and Operations Division

MANAGEMENT COMMITTEE

Program, Certificate and Presentation	Gina Dulce Kristine dela Rosa Melanie Cruz Mary Joy Mendoza Jasmin Lyra Sambrano Mary Angelic Federoso
Registration and Attendance	Elaine Balen Royce Aure Fely Matel Teodoro Fulvadora Jr. Richelle Panganiban Roy Constante Marinell Penalba Ana Marie Magsombol Glenda Santiago
Procurement and Decoration	Edward Joevan Romen Jesselle Mark Reyes Cherrie Ann Sinsay Selwyn Rom



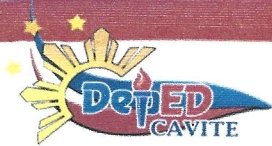
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Prizes and Incentives	Verna Cabaya Cherry Bayot Joel Solis Melecio Pedron Laura Crema
Documentation and Technical	Mignon Cecille Mangoba Julie Ann Vertudez Rey Ann Maramag John Mark Soliga
Raffle and Games	Marlene Panganiban Jay Fulvadora Alvin Cayetano
Emcee	Howard Castillo





Annex 2. Program of Activities

PROGRAM

Tagaytay Haven Ulat, Silang Cavite
 3:00 p.m. to 10:00 p.m.

3:00 p.m. – 3:30 p.m.	Registration	
3:30 p.m. – 3:45 p.m.	National Anthem	- AVP
3:45 p.m. – 4:00 p.m.	Prayer	- AVP
4:00 p.m. – 4:05 p.m.	DepEd Cavite Quality Policy	
4:05 p.m. – 4:30 p.m.	Roll Call	- Emily Quintos
4:30 p.m. – 4:45 p.m.	Opening Message	- Elias A. Alicaya Jr OIC, ASDS
4:45 p.m. – 5:00 p.m.	Video Presentation	- DepEd Cavite's Bolder and Brighter Year End Party 2017
5:00 p.m. – 5:30 p.m.	Games	- Jay Fulvadora
5:30 p.m. – 5:45 p.m.	Message	- Cherrylou D. Repia - SDS
	Intermission Number	- Roy Constante
5:45 p.m. – 7:00 pm	Presentation	- Per Group
7:00 p.m. – 7:30 p.m.	Raffle	
7:30 p.m. – 8:00 p.m.	Musical Exchange Gift	
8:00 p.m. – 8:15 p.m.	Announcement of Winners	
8:15 p.m. – 10:00 p.m.	Party – Party - Party	

Howard Castillo
Masters of Ceremony