



October 31, 2019

**DIVISION MEMORANDUM**

No. 436, s. 2019

**DEPED CAVITE EDUCATION WEEK CELEBRATION  
G-MIK NG GK SA EK**

TO: Assistant Schools Division Superintendent  
OIC, Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors/Specialists  
Public Schools Division Supervisors  
Public and Private Elementary and Secondary School Heads  
All Concerned

1. Pursuant to Presidential Proclamation No. 2399 dated February 25, 1985, designating the second week of December every year as Education Week, this office shall hold the DepEd Cavite Education Week Celebration entitled G-MIK ng Gurong Kabitenyo sa Enchanted Kingdom which highlights the *Concert for a Cause* under the Project PEDAL (Pag-asa sa Edukasyon Dunong na Adhikain ay Linangin) of the Kalinga Plus Program. The activity shall be held on December 3, 2019 at Enchanted Kingdom, Sta. Rosa Laguna.
2. The G-MIK ng GK sa EK Concert for a Cause is a project of the Cavite Federation of Teachers Association in partnership with the SDO, SGOD-Social Mobilization and Networking Section (SocMob) and other Cavite Federations namely: Cavite Guidance Personnel Association (CGPA), Adopt-A-School Program Association and Parents-Teachers Association (GPTA) of the different municipalities in Cavite.
3. The objectives of the activity are:
  - a. strengthen the partnership and coordination of the School Division Office and the Cavite Federations, Local Government Units, and various internal and external stakeholders;
  - b. showcase the talents and skills of teachers;
  - c. generate funds for the benefit of the learners; and
  - d. provide greater number of bicycles as means of transportation of students in need.
4. The participants of the said event are the Education Program Specialists, 37 ALS Mobile Teachers, EPSs- ALS, Education Program Supervisors (EPSs), Public Schools District Supervisors (PSDSs), Elementary and Secondary Teachers, SDO Unit Heads and the Cavite Federation GPTA Officers of the different cities and municipalities in the Division of Cavite Province.
5. The Teachers and Employees Association Presidents of each school shall be in-charge of the checking of attendance to be submitted to the SGOD-SocMob. The Cavite Guidance Personnel Association shall extend assistance to the registration and raffle committee during the conduct of the activity.





6. For reference, schools are enjoined to submit four copies of the complete master list of their respective teacher-attendees on or before November 6, 2019 at the District Offices following the given template (distributed by the Cavite Federation of Teachers President). Each copies shall be used as reference and guide by the District Office, SGOD- SocMob, and Accounting offices. The said registration shall be submitted on November 8, 2019 to the SGOD- SocMob.
7. The registration forms shall be used and signed by the participants during the activity to secure participation of the teachers in the raffle event.
8. All participants are advised to bring their DepEd school identification and shall wear their school T-Shirt for proper identification.
9. The Schools Division Office encourages the participation and support of all the teachers to the Project PEDAL by sponsoring tickets worth Php 200.00 each which may be shouldered by a chosen sponsor. Likewise, sponsorship tickets for the parents worth Php 100.00, and the LGU and private stakeholders worth Php 500.00 shall also be available.
10. Procurement of the Bicycles is through bidding which shall be facilitated by the Cavite Federations with the assistance of the SDO Supply section. The invitation to bid will be announced and posted at the SDO's official Facebook page later, likewise the mechanics of the bidding process.
11. Expenses relative to the conduct of the activity shall be charged against the Division MOOE and the assistance from the education partners and stakeholders; while the food and transportation allowance of Php 300.00 of each teacher shall be charged against the school MOOE subject to usual accounting and auditing rules and procedures.
12. Participants are prohibited to bring food and drinks inside the amusement park. The EK will provide a ticket stub worth Php 120.00 which shall be paid in advance to the EK at least 1-2 weeks before the event. The gate shall be opened as early as 6:00 am until 7:20 am for the registration.
13. The certificate of appearance to be used for the reimbursement of food and transportation allowance of the participants shall be provided per school based on the actual list of attendees which shall be submitted to the Division Office for signature of the Schools Division Superintendent.
14. Attached is the matrix of the program and sponsorship tickets for reference.
15. Widest dissemination of this Memorandum is desired.

  
**CHERRYLOU D. REPIAR**  
Schools Division Superintendent



## **Executive Committee**

**CHERRYLOU D. REPIA**  
Schools Division Superintendent

**ELIAS A. ALICAYA JR, Ed.D**  
Asst. Schools Division Superintendent

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

**ELPIDIA B. BERGADO, Ed.D**  
Chief, Curriculum and Implementation Division

**DIANA P. TOPACIO, Ed.D**  
SGOD Chief

## **PROGRAM MANAGEMENT TEAM**

### **PROGRAM MANAGER /PLANNING and INVITATION**

Chairperson: Marlene P. Panganiban  
Theresa C. Bautista  
Jerry Punongbayan  
Neil U. Tirona

Members: Nerissa R. Betonio  
Christian B. Duag  
Rolland Allan C. Ferrer  
Jackie Lou M. Pereña  
William B. Lusok  
Ryan S. Cutamora  
Cesar G. Concha  
Bernardino D. Mendoza  
Teresita C. Diloy  
and  
All Cavite Federations Officers

### **REGISTRATION and CERTIFICATES**

Chairperson: Rio G. Gan  
Estee Zuñiga  
Myrna Avinñante

Members: Eden Rose Mendoza  
Shella B. Javier  
Jane Bantique



Riolene De Guzman  
Gina Maligaya  
Elmer Agripa  
Gary Gilbert Toledo  
Milagros Torres  
Justiano Celeste  
Guendalyn Nazareno  
Alfred Nolasco  
Editha D. Cruz  
Gloria Manuel  
Lourdes Noveno  
Lea Magcaling

### **FOOD AND LOGISTICS COMMITTEE**

Chairperson: Marlene P. Panganiban  
Theresa C. Bautista  
Ellen G. Lopez

Members: Annaliza D. Bangay  
Eloida R. Magdaraog  
Philamer C. Arcena  
Marilyn Anay  
Alma D. Cosino  
Marvin Soriano  
Emmanuel Bayot  
Marilyn B. Lengson  
Ronald M. Rabanera  
Audy Rose Cortez

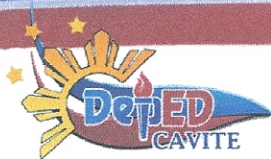
### **FINANCE COMMITTEE TICKETS CONTROLLER/DISBURSING and RECORDING**

Chairperson: Laura Crema  
Marlene P. Panganiban  
Theresa C. Bautista  
Jerry Punongbayan

Members: Rio G. Gan  
Ellen G. Lopez  
Emer Jason R. Grepo  
All Cavite Federation Officers

### **MEDICS**

Dr. Angelita Orenciano  
Nurses (one nurse per city/municipality)



## **DOCUMENTATION**

Earvin Hardi Sakilayan  
Greg L. Sangalang

## **CLEAN AND GREEN COMMITTEE**

Emer Jason R. Grepo  
Haydee R. Jocson  
Jaime S. Seviola, Jr  
Deo Morvan M. Dominguez  
Arvin B. Cruzado  
Crisanto T. Villanueva  
Maribel V. Sulit  
Andy L. Tizon  
Merlyn P. Dacillo  
Mhelvin A. Bendo  
Angelita C. Juico  
Mario T. Buenaflo  
VeberlieP. Sisante  
Wilma E. Piedad  
Kathelyn A. Herrera  
Annaliza B. Marges  
Juvilyn C. Bau  
Dindo B. Prelligera

## **Floor Director**

William Lusok  
Christian Duag

## **EVENT'S DIRECTOR**

MR. LOWIESITO O. ERNI



## ACTIVITY & MATRIX OF THE PROGRAM

TIME	ACTIVITY		PERSON/S INVOLVED
6:00 am to 7:30 am	Registration		Registration Committee
7:30-8:30	Preliminaries National Anthem Prayer  Opening Message  Keynote Message		PMT    <b>ROMMEL BAUTISTA</b> Schools Division Superintendent  <b>MS. ANN VILLEGAS</b> Stage Director/Actress
8:30-12:00 1:00-2:00	Free Rides , Strolling time and Lunch Break Preparation for the Concert		
2:00-2:30	Concert proper	Program Preliminaries	PMT
2:30-2:45	Presentation 1	<ul style="list-style-type: none"> <li>• I Wanna Dance with Somebody</li> <li>• Foot Loose</li> </ul>	<ul style="list-style-type: none"> <li>• Tagaytay</li> <li>• Silang</li> </ul>
2:45-3:10	Presentation 2	<ul style="list-style-type: none"> <li>• Body Dancer</li> <li>• Rico Mambo</li> <li>• Name Game</li> </ul>	<ul style="list-style-type: none"> <li>• Alfonso</li> <li>• Mendez</li> <li>• Amadeo</li> </ul>
3:10-3:50	Presentation 3	<ul style="list-style-type: none"> <li>• Tatlong Bente Singko</li> <li>• Kapag Tumibok ang Puso</li> <li>• Si Aida o Si Lorna o Si Fe</li> <li>• Mambobola</li> <li>• Urong Sulong</li> </ul>	<ul style="list-style-type: none"> <li>• Indang</li> <li>• Naic</li> <li>• Tanza</li> <li>• Rosario</li> <li>• Noveleta</li> </ul>
3:50-4:10	Presentation 4	<ul style="list-style-type: none"> <li>• Just Got Lucky</li> <li>• Body Rock</li> <li>• Conga</li> </ul>	<ul style="list-style-type: none"> <li>• Magallanes</li> <li>• GEA</li> <li>• Ternate</li> </ul>
4:10-4:30	Presentation 5	<ul style="list-style-type: none"> <li>• Push It</li> <li>• Can't Touch This</li> <li>• Pump Up the Jam</li> </ul>	<ul style="list-style-type: none"> <li>• Kawit</li> <li>• GMA</li> <li>• Trece</li> </ul>
4:30-4:40	Presentation 6	<ul style="list-style-type: none"> <li>• Fame (Singers and Dancers)</li> <li>• Salamat Musika (Singers and Dancers)</li> </ul>	<ul style="list-style-type: none"> <li>• Maragondon</li> <li>• Carmona</li> </ul>
4:40-5:00	Raffle		
5:00-6:30	Live Band	Tentative	
6:30PM	<b>END OF AM/PM SESSION- HOME SWEET HOME</b>		



## GENERAL PROCEDURE FOR SPONSORSHIP

The budget allocation for the project PEDAL shall be borne from the ticket/booklet sales. The proceeds will be used to purchase ten (10) bicycles per municipalities intended for the ten (10) qualified student beneficiaries under the SDO Cavite Province.

Alternatively, if one municipality collected an excess earnings through ticket sales, such extra will be used evenly to other schools who lacks the opportunity to gather enough means to be able to purchase ten (10) bicycles for their municipality.

- a. Determine the amount, total number, design, color, and sizing of the tickets for distribution.
- b. Determine the number of booklets for distribution per municipality based on the number of schools both in Elementary and Secondary.
- c. A checklist for receiving of booklets/tickets should be provided.
- d. All of the project partners should be fully oriented on the purpose and procedures concerning the ticket selling and distribution processes.
- e. Setting of ticket distribution schedule, number of booklets per municipality, number of target partners per school (elementary and secondary) should be well documented for validation and checking purposes.
- f. Set schedule of returns and liquidations.
- g. Determine the possible channels of distribution. Each channels should assign a coordinator who shall report directly to the marketing/collection committee.
  1. Federation of PTA
  2. General PTA of schools in Elementary and Secondary per municipality
  3. Curriculum PTA's of schools in Elementary and Secondary per municipality
  4. Various LGUs, NGOs, NGAs
  5. Parents Associations and Organizations outside the school and/or home owners association if deemed necessary.
  6. Teachers and Employees
- h. An official receipt should be used in every amount submitted to the following:
  1. Collectors within the school level
  2. Collectors in the District Level
  3. Collectors in the Division Level
  4. Separate collectors for Elementary and Secondary
- i. Schedules of returns and disbursements should be followed firmly.
- j. An evaluation on the proceedings should be recorded and verified.
- k. A transparency report on financial information should be presented, and evaluated regularly
- L. Any excess funds shall be for the event's incidental expenses and for the future use of the SDO Kalinga Plus Program and other WTD programs and activities.

