



Republic of the Philippines

Department of Education

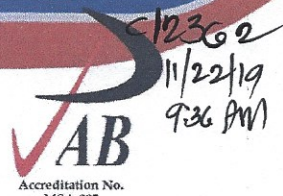
Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



November 21, 2019

DIVISION MEMORANDUM

No. 483, s. 2019

DIVISION EDUCATORS AND STAKEHOLDERS SUMMIT 2019

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

1. The Cavite Province will be holding its annual Educators and Stakeholders Summit on November 26, 2019 at Spendido Hotel, Tagaytay City from 1:00-5:00 p.m.

2. The objectives of the activity are:

- acknowledge the support given by the Local Government Unit, private stakeholders and internal partners;
- give recognition to the performing schools in Brigada Eskwela (BE) and Gulayan sa Paaralan Program (GPP); and
- bring together the different stakeholders to forge partnership for the sustainable programs of the Schools Division Office and public schools.

3. The participants to the said event are the selected elementary and secondary school heads, district supervisors, BE/GPP school coordinators and validators, municipal and Cavite federation GPTA president, municipal/city mayors, barangay captain and other education partners.

4. We request all the GPP and BE winners (Rank 1 only) to prepare a 1.30 seconds audio-video presentation of your school's Brigada Eskwela and Gulayan sa Paaralan accomplishments to be emailed to sangalanggreg28@gmail.com on or before November 24, 2019 until 12:00 noon only.

5. The attire is long gown for women and coat and tie for the gentlemen.

6. Attached to this memorandum is the matrix of the program, list of attendees and project management team.

7. The expenses relative to the conduct of the activity shall be charged against the HRD Fund and from the assistance of education partners while the transportation of the participants shall be charged against the school and division MOOE subject to the usual accounting and auditing rules and procedures.



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8. For queries, you may contact the Social Mobilization and Networking section at no. 0999 229 0971.

9. Widest dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



PROGRAM

AM	PM	ACTIVITY		PERSON/S INVOLVED
10-00-AM	12:00 PM	Preparation/set up		Committee on Physical Set-Up
	1:00-1:30PM	Registration		
	1:30-2:00PM	Performances		HIMIG SAYANISTA and CIRCULO DELBAILE SANISTA MOVERS Tagaytay City Science NHS
	2:00-2:05 PM	Preliminaries National Anthem Prayer		AVP
	2:05-2:10PM	Introduction of Participants		MARLENE P. PANGANIBAN SEPS-SMN
	2:10- 2:20PM	Welcome Remarks		HON. AGNES D.TOLENTINO City Mayor Tagaytay City
	2:20-2:30PM	Overview of the Division Stakeholders Summit 2019		DR. DIANA TOPACIO SGOD Chief
	2:30-2:45PM	Message		ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
	2:45-3:00PM	Keynote Speaker		SHIAN-HSIEN'SAM'CHEN President Hocheng Philippines Corporation
	3:00-3:10PM	Intermission Number		JERRY PUNONGBAYAN DCFT-President WILLIAM B. LUSOK DCFT- PIO
	3:10- 4:00PM	Awarding Ceremony	Brigada Eskwela Gulayan sa Paaralan	SDS, SGOD Chief, ASDS
	4:00-4:30PM	Awarding of Certificates	Education Partners <ul style="list-style-type: none"> • LGU/Mayor • Major Stakeholder to be assisted by their District PSDS 	SDS, SGOD Chief, ASDS



	4:30-4:50PM	Awarding of Certificates of Recognition/	Program Management Team	SDS, SGOD Chief, ASDS
	4:50- 5:00 PM	Closing Remarks		IVAN BRIAN L INDUCTIVO OIC, Assistant Schools Division Superintendent
	5:00-6:00	Early Dinner HOME SWEET HOME		

LIST OF MANAGEMENT STAFF WITH CORRESPONDING COMMITTEE

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
 OIC, SGOD Chief

PROGRAM MANAGEMENT TEAM

PROJECT MANAGEMENT TEAM Educators and Stakeholders Summit November 26, 2019 Splendido Hotel, Tagaytay City				
COMMITTEES	POSITION	TASKS/FUNCTIONS	CONTACT NUMBER	REMARKS
PROGRAM	Marlene P. Panganiban Theresa C. Bautista Annaliza D. Bangay	<ul style="list-style-type: none"> Coordinate/conduct meetings and follow up actions with concerned authorities Design the Program / Event Over-all in charge of program Perform related function 		3
REGISTRATION	Ronalyn Rabanera Auldy Rose Cortez Nerissa R. Betonio Bernardino D. Mendoza Teresita C. Diloy	<ul style="list-style-type: none"> Facilitates Registration of participants including the preparation of registration sheets Endorse the Ushers and Usherettes the VIP's 		5



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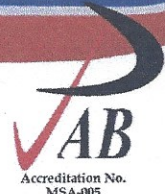
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		<ul style="list-style-type: none"> • Printing of Certificate of appearance (as needed) • Coordination on printing of Certificates of Appreciation/Participation 		
GUESTS RELATION OFFICERS	Marilyn B. Lengson Cesar G. Concha Jacki Lou M. Perena Neil U. Tirona Ronald Allan C. Ferrer	<ul style="list-style-type: none"> • In charge of Performers and other Guests • Perform other related task. 		5
LAYOUT ARTIST/	Mara Joselle Deocareza	<ul style="list-style-type: none"> • Designing and lay outing of invitation program, and backdrop 		1
TECHNICAL AND AUDIO VISUAL	Marvin C. Diloy	<ul style="list-style-type: none"> • Live streaming • Internet Connection • Arrangement of technical and audio requirements • Communication gadgets (radio) • Perform related function. 		1

FOOD and PHYSICAL SET UP	Marlene P. Panganiban Ellen G. Lopez Annaliza D. Bangay	<ul style="list-style-type: none"> • Facilitate engagement of caterers • Provide a system of distribution of food items • Assist guests/ committees for their meals <ul style="list-style-type: none"> • Coordinate with other committee for headcount (VIP's) • Physical set up before, during and after the program • Perform related function. 		3
PROGRAM DIRECTOR	Lowiesito O. Erni	<ul style="list-style-type: none"> • Oversee and directs the entire flow and sequence of the program • Secure the materials to be used • Perform other related task. 		1
STAGE DIRECTOR	Jerry Punongbayan	<ul style="list-style-type: none"> •Manages the arrangements of the stage Assist the Program Director 		1
FLOOR DIRECTORS	Christian B. Duag William B. Lusok	<ul style="list-style-type: none"> •Manages the flow and sequence of the program Assist the Program Director 		1
EMCEES	Greg L. Sangalang Marilyn Encarnacion	Warm up the crowd , host and facilitator of the event		2



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Participants to Division Educators and Stakeholders Summit

Brigada Eskwela Awardees	No. of Participants	Total
Buna Cerca ES Indang		
School Head	1	
District Supervisors	3	
Municipal Mayor	1	
School GPTA	1	
Cavite Federation GPTA	1	
Barangay Captain	1	
BE and ASP Coordinators	2	
Major Stakeholder	1	11
Paligawan MES Carmona		
School Head	1	
District Supervisor	1	
School GPTA	1	
Cavite Federation GPTA	1	
Barangay Captain	1	
BE and ASP Coordinators	2	
Major Stakeholder	1	8
Isidro Cuadra ES Tagaytay		
School Head	1	
District Supervisor	1	
School GPTA	1	
Cavite Federation GPTA	1	
Barangay Captain	1	
BE and ASP Coordinators	2	
Major Stakeholder	1	8
Taywanak ES Alfonso		
School Head	1	
School GPTA	1	
Barangay Captain	1	
ASP and BE Coordinators	2	
Major Stakeholder	1	6
Flaviana Arayata ES Tanza		
School Head	1	
School GPTA	1	
Barangay Captain	1	
ASP and BE Coordinators	2	
Major Stakeholder	1	6
Buck Estate Alfonso		
School Head	1	
School GPTA	1	
BE and ASP Coordinators	2	
Barangay Captain	1	
Major Stakeholder	1	6

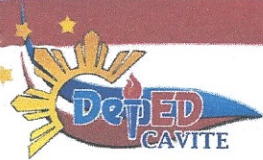


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Magallanes ES	Magallanes		
School Head		1	
District Supervisor		1	
School GPTA		1	
Cavite Federation GPTA		1	
BE and ASP Coordinators		2	
Barangay Captain		1	
Major Stakeholder		1	8
Noveleta ES	Noveleta		
School Head		1	
District Supervisor		1	
School GPTA		1	
Cavite Federation GPTA		1	
BE and ASP Coordinators		2	
Barangay Captain		1	
Major Stakeholder		1	8
Alfonso CS	Alfonso		
Municipal Mayor		1	
School Head		1	
District Supervisors		2	
School GPTA		1	
Cavite Federation GPTA		1	
BE and ASP Coordinators		2	
Barangay Captain		1	
Major Stakeholder		1	10
Punta ES	Tanza		
School Head		1	
School GPTA		1	
BE and ASP Coordinators		2	
Barangay Captain		1	
Major Stakeholder		1	6
Silangan ES	Rosario		
School Head		1	
District Supervisor		1	
School GPTA		1	
BE and ASP Coordinators		2	
Barangay Captain		1	
Major Stakeholder		1	7
Maragondon ES	Maragondon		
School Head		1	
District Supervisor		1	
School GPTA		1	
ASP and BE Coordinators		2	
Barangay Captain		1	
Major Stakeholder		1	7



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Bancal ES		
School Head	1	
School GPTA	1	
Barangay Captain	1	
BE and ASP Coordinators	2	
Major Stakeholder	1	6
Amadeo NHS	Amadeo	
LGU/Mayor	1	
School Head	1	
District Supervisor	1	
School GPTA	1	
Cavite Fed. GPTA	1	
BE and ASP Coordinators	2	
ASP SHS Coordinator	1	
Major Stakeholder	1	9
Tagaytay City Science NHS	Tagaytay	
School Head	1	
School GPTA	1	
Cavite Federation GPTA	1	
BE and ASP Coordinators	2	
Major Stakeholder	1	
ASP SHS Coordinator	1	7
Rosario NHS	Rosario	
School Head	1	
School GPTA	1	
School Cavite Federation GPTA	1	
BE and ASP Coordinators	2	
ASP SHS Coordinator	1	
Major Stakeholder	1	7
Emilia Tria Tirona Memorial NHS	Kawit	
District Supervisor	1	
School Head	1	
School GPTA	1	
Cavite Federation GPTA	1	
BE and ASP Coordinators	2	
Barangay Captain	1	
Major Stakeholder	1	
ASP SHS Coordinator	1	9
Binakayan NHS	Kawit	
School Head	1	
School GPTA	1	
BE and ASP Coordinators	2	
ASP SHS Coordinator	1	
Barangay Captain	1	
Major Stakeholder	1	7
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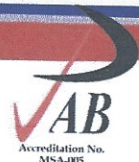
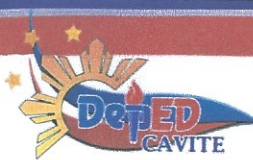


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Gulayan sa Paaralan Awardees		
Isidro Cuadra ES	Tagaytay	
GPP Coordinators	2	
Major Stakeholder	1	3
Molino ES	Naic	
School Head	1	
District Supervisors	2	
School GPTA	1	
GPP Coordinators	2	
Barangay Captain	1	
Major Stakeholder	1	8
Buna Cerca ES	Indang	
Gulayan sa Paaralan Coordinators	2	
Major Stakeholder	1	3
Flaviana ES	Tanza	
Teacher in-Charge	1	
Gulayan sa Paaralan Coordinators	2	
School GPTA	1	
Barangay Captain	1	
Major Stakeholder	1	6
Florentino Joya ES	Tanza	
LGU/Mayor	1	
School Head	1	
District Supervisors	2	
School GPTA	1	
Cavite Federation GPTA	1	
Gulayan sa Paaralan Coordinators	2	
Barangay Captain	1	
Major Stakeholder	1	10
Osorio ES	Trece	
School Head	1	
District Supervisors	2	
School GPTA	1	
Cavite Federation GPTA	1	
Gulayan sa Paaralan Coordinators	2	
Barangay Captain	1	
Major Stakeholder	1	9
Trece Martires City ES	Trece	
School Head	1	
School GPTA	1	
Cavite Federation GPTA	1	
Gulayan sa Paaralan Coordinators	2	
Major Stakeholder	1	6
Noveleta ES	Noveleta	
Gulayan sa Paaralan Coordinators	2	
Major Stakeholder	1	3
Buna Lejos ES	Indang	
LGU/Mayor	1	
School Head	1	
School GPTA	1	
Cavite Federation GPTA	1	



Gulayaan sa Paaralan Coordinators	2	
Major Stakeholders	1	7
Lucsuhin NHS	Alfonso	
School Head	1	
School GPTA	1	
Gulayan sa Paaralan Coordinators	2	
Barangay Captain	1	
Major Stakeholder	1	
ASP SHS	1	7
Alfonso NHS	Alfonso	
School Head	1	
School GPTA	1	
Gulayan sa Paaralan Coordinators	2	
Barangay Captain	1	
Major Stakeholder	1	
ASP SHS	1	7
Talon NHS	Amadeo	
School Head	1	
School GPTA	1	
Gulayan sa Paaralan Coordinators	2	
Barangay Captain	1	
Major Stakeholder	1	7
ASP SHS	1	
		76

SDS/ASDS	3	
Chief – SGOD&CID, Medical Officers, EPS-TLE	4	
Guest	3	
Project Management Team	20	30
Grand Total		250