



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

October 4, 2020

DIVISION MEMORANDUM
NO. 296 s. 2020

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum and Implementation Division
Chief, School Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

2020 DIVISION WORLD TEACHERS' DAY CELEBRATION

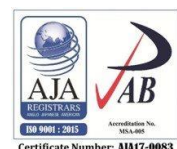
1. Pursuant to RA No. 10473 or an "Act Declaring the Fifth of October Every Year as the National Teachers' Day," this Office shall conduct its Division virtual celebration themed "**Idol: Saludo Ako Sa'yo, Gurong Kabitenyo**" on **October 5, 2020 (Monday), 3:00 p.m. onwards via Facebook live** (DepEd Tayo Cavite Province Facebook page).
2. All Division, District, and school personnel are encouraged to join and watch the activity. Special prizes i.e. free hotel accommodation, one-year free Naic Cable TV subscription, smart phones, gift cheques, prepaid load card, and cash, await selected teachers who will stay tuned during the raffle.
3. Attached are the following:
Attachment 1: Raffle mechanics
Attachment 2: Program Matrix
Attachment 3: List of Program Management Team and Terms of Reference
4. Inquiries and clarifications may be communicated to Ms. Marlene Panganiban, Senior Education Program Specialist for Social Mobilization and Networking, via marlene.panganiban001@deped.gov.ph or 09992290971.
5. Immediate dissemination of this Memorandum is highly directed.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RMA/ DM 296 s. 2020
100420-001/ 10/ 02/ 2020



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"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"



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Attachment 1 to Division Memorandum No. 296, s. 2020 titled 2020 DIVISION WORLD TEACHERS' DAY CELEBRATION

RAFFLE MECHANICS

- 1. All public elementary and secondary teachers (permanent, provisional, LSB) are eligible to join the raffle.**
2. When a teacher's name is drawn, he/ she must type his/ her **full name and the name of school he/ she is currently serving** on the comment section of the celebration's Facebook live video within 30 seconds. Otherwise, a re-draw shall be conducted and his/ her prize may not be claimed.
3. Once acknowledged, teacher shall coordinate with Ms. Marlene Panganiban through marlene.panganiban001@deped.gov.ph
4. **Prizes shall be claimed by the school administrative assistant on October 12, 2020** through Ms. Marlene Panganiban, at the second floor of SGOD building, DepEd Cavite Province compound.



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Attachment 2 to Division Memorandum No. 296, s. 2020 titled 2020 DIVISION WORLD TEACHERS' DAY CELEBRATION

PROGRAM MATRIX

Date/ Time	Topic/ Activity	Resource Speaker/ Facilitator
3:00-3:10	National Anthem Prayer Opening Remarks	AVP DIANA P. TOPACIO Chief, SGOD
3:10-3:25	Messages	ROMMEL C. BAUTISTA CESO V Schools Division Superintendent WILFREDO U. CABRAL Regional Director, IV-A CALABARZON ALAIN DEL B. PASCUA Undersecretary for Administration DIOSDADO M. SAN ANTONIO Undersecretary for Curriculum and Instruction LEONOR MAGTOLIS-BRIONES Secretary, Department of Education
3:25-3:30	Special Number	LOUISE RANDOLF ERASMO
3:30-3:40	Tribute Videos/ Messages of Support	AVP: A TRIBUTE TO TEACHERS EMERJASON GREPO President, GPTA DIVISION SSG FEDERATION OFFICERS SPONSORS
3:40-3:50	Electronic Raffle	Emcees
3:50-4:05	Message	ELPIDIA B. BERGADO Chief, CID



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	Challenge Acceptance	RANDY D. PUNZALAN Assistant SDS JERRY PUNONGBAYAN President, Cavite Federation of Teachers' Association
4:05-4:20	Special Number Electronic Raffle	Selected DepEd Cavite teachers Emcees
4:20-4:25	Closing Remarks	GALILEO L. GO Assistant SDS
Emcees: Mr. Jerry Punongbayan Ms. Marilyn Encarnacion		



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Attachment 3 to Division Memorandum No. 296 s. 2020 titled 2020 DIVISION WORLD TEACHERS' DAY CELEBRATION

EXECUTIVE COMMITTEE

ROMMEL C. BAUTISTA

Schools Division Superintendent

GALILEO L. GO

Assistant Schools Division Superintendent

RANDY D. PUNZALAN

Assistant Schools Division Superintendent

DIANA P. TOPACIO

Chief, School Governance and Operations Division

ELPIDIA B. BERGADO





Chief, School Governance and Operations Division

PROGRAM MANAGEMENT TEAM

Program	Diana Topacio Marlene P. Panganiban Rey Ann M. Avilla Emcees: Jerry Punongbayan Marilyn Encarnacion
Technical	Mignon Cecille Mangoba Christopher Matthew Tolentino Jackie Lou M. Pereña Nerissa Rupido-Betonio
*Documentation	Christian Duag William Lusok
*QATAME	Maria Belen Mojica Kristine G. Dela Rosa

**Required Committee*



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Terms of Reference of Program Management Team

Committee	Responsibilities
Program	<ul style="list-style-type: none">• Prepare/ organize and lead the whole program flow• Prepare and submit activity completion report and other pertinent documents• Prepare, process, and issue certificates of PMT members and participants• Outsource needed support and resources
Technical	<ul style="list-style-type: none">• Prepare the platforms for the virtual activity• Prepare/ collect and take charge in playing all audio-visual presentations and materials to be used during the activity• Facilitate and monitor the Facebook comment box for the names of winners in the electronic raffle
Documentation	<ul style="list-style-type: none">• Conduct photo and video documentation of the event• Prepare a narrative or news report regarding the event• Assist in monitoring the Facebook comment box for the names of winners in the electronic raffle
QATAME	<ul style="list-style-type: none">• Consolidate participants' evaluation of the activity and identify areas for improvement• Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations



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