



Republic of the Philippines
Department of Education
 REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

May 21, 2021

DIVISION MEMORANDUM

NO. 151 s. 2021

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

**CAVITE FEDERATIONS' FUN TIME, FUNDRIE! MAKE REGULAR EXERCISE A
 "HABITUDE" RAFFLE FOR A CAUSE**

1. In reference to the Division Memorandum No. 026, s. 2021 titled "Cavite Federations Newly Elected Officers", this Office will hold the **Cavite Federations' Funtime, Fundrie! Make Regular Exercise a "Habitude" Raffle for a Cause** on **June 7, 2021, 8:00 a.m. to 11:00 a.m.** via **Zoom** and **Facebook Live streaming** (DepEd Tayo Cavite Province Facebook page).
2. The Cavite Federations namely: Teachers and Employees Association (TEA) and Adopt-a- School Program Coordinators (ASP) are organizations created and established by the SDO Cavite Province under the supervision of the SGOD-Social Mobilization section.
3. The activity is a joint Project of the Cavite Federations: Teachers Employees Association (TEA) and Adopt-a-School Coordinators (ASP) assisted by the SDO-SGOD Social Mobilization & Networking section.
4. The said activity is a donation drive with a registration fee of P100.00 per person. The activity also promotes health awareness as it underscores the catchphrase, "*Make Regular Exercise a "Habitude"*".
5. The Teaching and Non-Teaching personnel shall be encouraged to join in the process and in the implementation of this project likewise the event program.
6. Through this activity, everyone has given the opportunity to give and share their blessing which the P100.00 registration fee can dole out from the extra money that was saved from fare, food, and gasoline expenses since offices have been in a Work-from-Home (WFH) scheme.



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7. The activity aims to:
 - a. provide support for students' education who are in need the most;
 - b. offer health assistance for the teachers who are in need the most especially affected by COVID 19;
 - c. assist the division office in the LCP's needed resources; and
 - d. raise awareness on the value of regular exercise amidst the COVID-19 pandemic.
8. The participants to this activity are: PSDSs, EPSs, School Heads, Teachers, School Federation Officers of the General Parents-Teacher Association, Adopt-a-School Association, Teachers and Employees Association, and Teaching and Non-Teaching personnel.
9. The public-private education partners and stakeholders are also invited to participate on this program activity.
10. Attached to this Memorandum are the mechanics, program matrix and the list of program management team and their terms of reference.
11. For more information, kindly contact Marlene P. Panganiban, SEPS for Social Mobilization and Networking section, through contact number 0999 229 0971.
12. Immediate dissemination of this Memorandum is highly directed.

ROMMEL C. BAUTISTA CESO V
Schools Division Superintendent

MPP/ DM 151 s. 2021
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Attachment No. 1 to Division Memorandum No. 151, s. 2021 CAVITE FEDERATIONS' ORIENTATION AND CAPACITY BUILDING

Programme / Matrix		
Date/ Time	Activity	Speaker/ Facilitator
8:00-8:15 a.m.	Preliminaries National Anthem Prayer DepEd Quality Policy Presentation of Activity Rationale and/or Objectives Opening Message	PMT MARLENE P. PANGANIBAN SEPS, SocMob Focal Person, Cavite Federations ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
8:15 -8:25 a.m.	Greetings	RANDY D. PUNZALAN OIC, Asst. Schools Division Superintendent GALILEO L. GO OIC, Asst. Schools Division Superintendent
8:25- 8:40 a.m.	Grand Launching of MILO CHAMPION HABIT CONTEST (Mechanics and introduction of the participants) Make regular exercise a "Habitude" (Video-Exercise Presentation)	Emcees: MARILYN B. ENCARNACION Master Teacher I Escuela Secundaria Señor de Salinas JERRY PUNONGBAYAN Teacher III Bucal National Integrated SDO Selected Personnel and MAPEH Teachers
8: 40- 9:15 a.m.	Make Healthy Lifestyle A Habit by the Keynote Speaker	MR. LESTER P. CASTILLO AVP, MILO Sports Nestle Philippines Inc.



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	Inspirational Message	Usec. TONISITO M.C. UMALI Legislative Liaison Office, External Partnerships Service and Project Management Office
9:15- 9: 45 a.m.	Video Exercise Presentation Raffle... Raffle... Raffle!	North and South clusters
9:45-9:50 a.m.	Challenge	ELPIDIA B. BERGADO, EdD Chief, CID
9:50- 9:55 a.m.	Acceptance	ALMA D. COSINO President, TEA ELLEN G. LOPEZ President, ASP
9:55-10:50 a.m.	Video Exercise Presentations Raffle... Raffle... Raffle!	East and West clusters
10:50-10:55 a.m.	Report of the Generated Resources	MARILYN B. ANAY Treasurer, ASP AYLEEN S. AMBON Treasurer, TEA
10:55-11:00 a.m.	Closing Remarks	DIANA P. TOPACIO Chief, SGOD



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Program Management Team and Terms of Reference		
Committee	Terms of Reference	Members
Program/Planning	<ul style="list-style-type: none"> • Prepare all documentary requirements such as, but not limited to, activity proposal. • Organize and lead the whole program flow. • Coordinate duties and responsibilities of PMT members. • Prepare Activity Completion Report. 	ALMA D. COSINO ELLEN G. LOPEZ TEA & ASP Officers Assisted by: MARLENE P. PANGANIBAN Focal Person, Cavite Federations DIANA P. TOPACIO Adviser, Cavite Federations
Attendance and Certificates	<ul style="list-style-type: none"> • Prepare and secure the accomplishment of registration and attendance sheets (whether printed or online). • Prepare and ensure dissemination of certificates for participants and PMT members 	ANNALIZA D. BANGAY AUDY ROSE P. CORTEZ PRINCESS GONZALES LIRA GUENDALYN R. NAZARENO AYLEEN S. AMBON JACQUELINE T. URETA
Technical	<ul style="list-style-type: none"> • Collect/ prepare/ assist in preparation and lead in playing of audio-visual presentations and materials to be used. • Provide technical assistance on setting up and managing the platform to be used for online/ virtual activities. 	MIGNON CECILLE M. MANGOBA PSDS/OIC-ICT Services Unit Members MARVIN SORIANO RODRIGO PELINA MILDRED NOZON ROMMEL OLIGARIO ARIES BAUTISTA
Documentation	<ul style="list-style-type: none"> • Prepare/collect all audio-visual presentations and materials to be used during the event. • Prepare a narrative or news report regarding the event. • Assist in accomplishing the Activity Completion Report. 	EARVIN H. SAKILAYAN ETM-National Integrated High School Members MARILYN P. LENGSON PHILAMER P. ARCENA RONALYN R. GARCES AIDALYN M. TANDOC LORNA PEROCHO MARICEL C. ESPALLARDO



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Monitoring and Evaluation/ QATAME	<ul style="list-style-type: none"> • Prepare QATAME link/ form. • Consolidate participants' evaluation of conducted activity and identify areas for improvement. • Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations. 	MABELLE C. MOJICA SEPS, M & E Members MARILYN ANAY MARIA THERESA CRISTE ALLAN O. VELE ALDIN S. ZAMORA DAVE MICHAEL P. PEJI APRIL TAMPES
Safety and Security	<ul style="list-style-type: none"> • Secure physical and cyber-safety and security of the participants including the provision and collection of Signed Parental Consent Form if learners are involved as participants. • Ensure observance of appropriate health and safety standards for physical or face-to-face activities. 	LILYBETH BARTOLOME CATALINA G. CANADALLA LUCKY FRENCH ZUNIGA EDELBERTO P. SANCHEZ, JR. TIMOTHY JOHN O. LUZ MICHAEL RUPIDO MARISSA L. HERES
Emcees	<ul style="list-style-type: none"> • Ensure the smooth flow of the program, involves in presentations and introductions of the agenda of the program, guests etc, 	JERRY PUNONGBAYAN MARILYN B. ENCARNACION
Videographer	<ul style="list-style-type: none"> • Responsible for filming, editing and video shoot recording. 	MARK RONELL D. BERNALDEZ CHRISTOPHER MATTHEW S. TOLENTINO



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Attachment No. 2 to Division Memorandum No. _____, s. 2021 CAVITE FEDERATIONS' ORIENTATION AND CAPACITY BUILDING

Mechanics

1. The event is a donation drive project with registration fee of P100.00/person.
2. The activity shall be echoed and discussed by the Cavite and School ASP and TEA officers in their respective district and school.
3. A registration link shall be provided by the TEA for school's teaching and non-teaching personnel.
4. The organizers shall assign members in monitoring of the registration by district.
5. The SDO selected personnel, and district's PSDSs, selected school heads shall support the activity by joining in the group video dance exercise to be led by the selected MAPEH teachers (10-15 persons)
6. The 3-minute video dance exercise using the music, "Moves like Jagger" by Maroon 5 shall be submitted in the SDO ICT office's official email address or in the provided google drive on or before May 28, 2021.
7. The TEA shall manage the cash generated resources for teaching and non-teaching DepEd personnel.
8. The ASP shall manage the cash donation from the private-public sectors using one template solicitation letter.
9. The generated resources (cash) shall be announced and reported on the day of the event by the Federation's treasurers.
10. The cash generated shall be temporarily remit and kept in the SDO cashier's office.
11. The raffle will be drawn via E-Roleta (by cluster)
12. The list of winners shall be posted on the DepEd Cavite Facebook page
13. Prizes are provided by the major sponsor, Nestle Milo Philippines, and other sponsors.
14. Prizes: TBA
15. The organizers will provide a contact number on how to claim the prizes.
16. The ICT office shall assist and provide technical support and other concerns relative to the technical aspects of the activity.
17. The Cavite Federations' SDO Focal Person and its adviser shall assist and provide necessary technical assistance and other needed support relative to the conduct of the activity.
18. All updates and announcements shall be posted on the DepEd Cavite, ASP, and TEA Facebook pages.



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