

Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

December 15, 2022

DIVISION MEMORANDUM

No. 10 s. 2022

To: Assistant Schools Division Superintendents Chief, Curriculum Implementation Division **Education Program Supervisors Public Schools District Supervisors** All Concerned

ADDENDUM TO DIVISION MEMORANDUM NO. 555 s. 2022 TITLED "2022 SDO ANNUAL CHRISTMAS CELEBRATION: LARO NG LAHI"

With reference to the Division Memorandum No. 555 s. 2022, titled "2022 SDO Annual Christmas Celebration: Laro ng Lahi", this office informs the additional committees and its terms of references.

Committee	Terms of Reference	Members
Program/ Planning	 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 	Elpidia B. Bergado Myra Lyn T. Bergunio Emily R. Quintos Leonardo C. Cargullo
Attendance and Registration	 Prepare and secure attendance sheets. Prepare and ensure dissemination of certificates for participants and PMT members 	Riza D. Soberano Rowena Ana A. Ramos Jesselle Z. Macapagal Richiel V. Austral Albert O. Montino TNTS Gerald M. Desacula TNTS Gemmalyn R. Camaganacan TNTS





Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite

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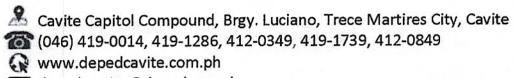
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	 Document and inventory all the resources collected 	
Food Package Committee	 responsible for purchasing and preparing of the gift pack 	Verna Cabaya Mika Costelo Richelle del Rosario & Co.
	Responsible for receiving and distribution of packages	Marlene Panganiban Romeo E. Endraca Arvin Marinduque Dionito Mangao Jr. Elma P. Aure Felisa C. Matel
Finance Committee	 Responsible for the cash advances needed. Assist in reimbursement, and processing of other financial documents. 	Cherry Bayot Joyce Mojica Somaira Nolasco Maribel Rojo
Cash Prizes/ Awards	 Prepare and award the monetary reward/prize to the winners Responsible in preparing and signing the payroll to the winners. 	Elpidia B. Bergado Al Jerald V. Leyson Myra Lyn T. Bergunio
Booth Contest Committee	 Responsible for assigning specific place to set up the booth per unit. Facilitate the judging of the booth. Responsible in mechanics of the contest. 	Emily Quintos Rolando Dilidili Tanza National Trade School Department Heads
Monitoring and Evaluation/ QATAME	Prepare QATAME link/ form	Maria Belen C. Mojica Kristine G. Dela Rosa







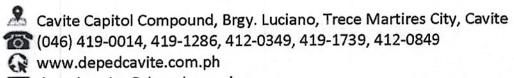
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	S DIVISION OF ICE OF CAVILLY	
Technical	 Collect/ prepare/ assist in preparation and lead in playing of audiovisual presentations and materials to be used Provide technical assistance on setting up and managing the platform to be used for online/ virtual activities 	Laarni R. Granado Julie Ann Vertudes Lara Vey Cabaya Matt Tolentino Narvine E. Santiaguel TNTS Jeffrey John R. Del Prado TNTS (6 students to assist)
Documentation	 Prepare/ collect all audio-visual presentations and materials to be used during the event Prepare a narrative or news report regarding the event Prepare Activity Completion Report 	Wenifreda S. Diquit Noel S. Ortega Maribeth C. Rieta Esphie Joy V. De Guzman TNTS Dianna P. Cuizon TNTS Marilen A. Ermitanio TNTS Carlo L. Hermocilla TNTS Roselyn L. Umali TNTS
Food Committee	 In-Charge/Prepare documents for the procurement/ reimbursement of the food expenses. Monitor the preparation setting and distribution of food on the venue. 	Anna Marie Aranzanzo Ma. Victoria Maligayo Ana Rose Atendido Leonila Custudio Selwyn Rom Cherrie Ann Sinsay
Raffle Committee	 oversees the execution of the raffle during the event. Prepare master list of winners during the raffle. Prepare and collect all 	Emily R. Quintos Josephine M. Monzaga Edward Joevan Romen
	items to be raffled.	Kristine dela Rosa







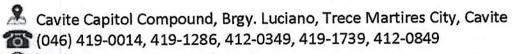
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	Consolidate	
	participants' evaluation	
	of conducted activity	
	and identify areas for	
	improvement	
	Provide proponent	
	and all units	
	concerned with a	
	copy of the	
	evaluation results	
	with	
	corresponding	
Como Monton		Myra Lyn T. Bergunio
Game Master	 Organizes, oversees and to facilitate the different 	
		Al Jerald Leyson
	games of Laro ng Lahi.	Jun Jun Tulin
	• In-charge of the	
	materials to be used on	
	each game	
	• In-charge of groupings,	
	and tabulation of	
	scores	
	• Act as organizer,	Jun-jun L. Tulin
	officiant for regarding	Dante F. Fesalbon
	rules, arbitrator, and	Rodello A. Basa
	moderator for a	Eliza B. Pineda
	multiplayer role-	Christian Lloydmarie S.
	playing game.	Alamo
		6 SSG Officers
Zumba Instructor	 Lead aerobics session 	Christian D. Costa
	through Zumba style.	
	 Take basic moves and 	
	formulas of the Zumba	
	style and apply them to	
	music to choreograph	
	dance and workout	
	routines to maintain	
	cardiovascular health.	





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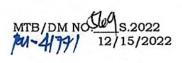
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Monitoring and	• Prepare QATAME link/	Maria Belen C. Mojica
Evaluation/ QATAME	form	Kristine G. Dela Rosa
	 Consolidate 	
	participants' evaluation	
	of conducted activity	
	and identify areas for	
	improvement	
	Provide proponent and	
	all units concerned	
	with a copy of the	
	evaluation results with	
	corresponding	
0.64	recommendations	N Dt
Safety and Security	Secure physical and syber sefety and	Nurse on Duty
	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	

Immediate dissemination of this Memorandum is highly desired. 2.

> ROMMEL C. BAUTISTA, CESO V Schools Division Superintenden





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