



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

December 15, 2022

DIVISION MEMORANDUM

No. 555 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"**

1. 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	<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 	Elpidia B. Bergado Myra Lyn T. Bergunio Emily R. Quintos Leonardo C. Cargullo
Attendance and Registration	<ul style="list-style-type: none"> • 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



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"Serbisyon Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO"







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		<ul style="list-style-type: none"> Document and inventory all the resources collected 	
Food Committee	Package	<ul style="list-style-type: none"> responsible for purchasing and preparing of the gift pack 	Verna Cabaya Mika Costelo Richelle del Rosario & Co.
		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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 Committee	Contest	<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> Prepare QATAME link/ form 	Maria Belen C. Mojica Kristine G. Dela Rosa



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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 	<p>Laarni R. Granado Julie Ann Vertudes Lara Vey Cabaya Matt Tolentino Narvine E. Santiagucl TNTS Jeffrey John R. Del Prado TNTS (6 students to assist)</p>
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 ● Prepare Activity Completion Report 	<p>Wenifreda S. Diquit Noel S. Ortega Maribeth C. Rieta</p> <p>Esphie Joy V. De Guzman TNTS Dianna P. Cuizon TNTS Marilen A. Ermitanio TNTS Carlo L. Hermocilla TNTS Roselyn L. Umali TNTS</p>
Food Committee	<ul style="list-style-type: none"> ● In-Charge/Prepare documents for the procurement/ reimbursement of the food expenses. ● Monitor the preparation setting and distribution of food on the venue. 	<p>Anna Marie Aranzanzo Ma. Victoria Maligayo Ana Rose Atendido Leonila Custudio Selwyn Rom Cherrie Ann Sinsay</p>
Raffle Committee	<ul style="list-style-type: none"> ● oversees the execution of the raffle during the event. ● Prepare master list of winners during the raffle. 	<p>Emily R. Quintos Josephine M. Monzaga</p>
	<ul style="list-style-type: none"> ● Prepare and collect all items to be raffled. 	<p>Edward Joevan Romen Kristine dela Rosa</p>



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
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	<ul style="list-style-type: none"> • Consolidate participants' evaluation of conducted activity and identify areas for improvement <ul style="list-style-type: none"> • Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations 	
Game Master	<ul style="list-style-type: none"> • Organizes, oversees and to facilitate the different games of Laro ng Lahi. • In-charge of the materials to be used on each game • In-charge of groupings, and tabulation of scores 	Myra Lyn T. Bergunio Al Jerald Leyson Jun Jun Tulin
	<ul style="list-style-type: none"> • Act as organizer, officiant for regarding rules, arbitrator, and moderator for a multiplayer role-playing game. 	Jun-jun L. Tulin Dante F. Fesalbon Rodello A. Basa Eliza B. Pineda Christian Lloydmarie S. Alamo 6 SSG Officers
Zumba Instructor	<ul style="list-style-type: none"> • Lead aerobics session 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. 	Christian D. Costa



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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	Maria Belen C. Mojica Kristine G. Dela Rosa
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	Nurse on Duty

2. Immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MTB/DM NO. *Steg* S.2022
21-41791 12/15/2022



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