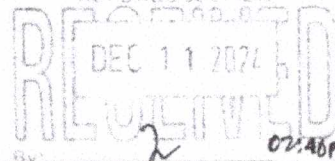




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division Office - Biñan City  
RECORDS SECTION



11 Dec 2024

**DIVISION MEMORANDUM**

No. 454, s. 2024

**DIVISION YEAR-END GENERAL ASSEMBLY 2024**

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All concerned Schoolheads

1. This Office, through the Social Mobilization and Networking (SMN) Section, informs all schools on the conduct of Division of Biñan Year-End General Assembly on December 17, 2024, 3:00 p.m. to 8:00 p.m., at Biñan Football Stadium with the theme: *"Kindness in Action: A Pay It Forward Christmas Celebration"*.
2. This activity aims to:
  - a. recognize the efforts of DepEd personnel in delivering quality education to learners for the whole year;
  - b. showcase talents of teaching and nonteaching personnel through presentation;
  - c. strengthen unity and collaboration within the division, building relationships based on respect and mutual support; and
  - d. raise awareness of social responsibility, inspiring long-term positive behaviors and a lasting impact on the community.
3. All districts are encouraged to prepare their "Pay It Forward" school activity and submit a video documentation to the Division Office maximum of 3 minutes, thru this link <https://tinyurl.com/Pay-It-Forward-Binan> on or before December 15, 2024. Other registrations for year-end related activities are attached to this memorandum.
4. Schools are reminded of Official Statement from the Office of the Executive Secretary dated November 19, 2024, in which said statement encourages all government agencies to avoid excessive or extravagant celebrations during the Christmas Season due to the recent typhoons that pummeled our countrymen. In this regard, this Office is instructing all schools to strictly adhere the Official Statement of the Executive Secretary.
5. Expenses relative to the conduct of this activity shall be charged to the Special Education Fund (SEF) subject to the usual accounting and auditing rules and regulations.

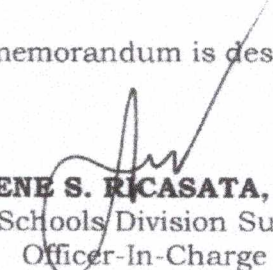


Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
Contact Nos.: (049) 547-0105 / (+63) 939-510-8779  
Email Address: [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)  
Website: [depedbinan.com](http://depedbinan.com)



Certificate No. PIP CMS  
22 95 0095

6. Attached is the Matrix of Activities, Technical Working Group, Guidelines and Mechanics for the different contests and activities relative to the conduct of the Division General Assembly 2024.
7. For queries and clarifications, you may contact Mrs. Donna Jane M. Alfonso, Senior Education Program Specialist, SGOD-Socmob at (049) 547-0105 or e-mail thru [donnajane.marcuap@deped.gov.ph](mailto:donnajane.marcuap@deped.gov.ph)
8. Immediate and wide dissemination of this memorandum is desired.

  
**ARLENE S. RICASATA, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated  
Reference: None

SGOD/PROPER / DJMA /  
/ 11/12/2024

DM - Division Year-End General Assembly 2024



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
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Certificate No. PHP QMS  
22 93 0486

### MATRIX OF ACTIVITIES

Time	Activity
3:00 -4:00 p.m.	Mass
4:00-4:30 p.m.	Preliminaries and Messages
4:30-5:00 p.m.	Pay-It-Forward Video Presentations Raffle
5:00-5:30 p.m.	Merry Moves Christmas Dance Showdown Raffle
5:30 p.m. -6:30 p.m.	Voices of the Season Choir Competition Raffle
6:30-7:00 p.m.	Special Guest/s Raffle
7:00 p.m.-7:30 p.m.	Awarding
7:30p.m.-8:00p.m.	Closing

**TECHNICAL WORKING GROUP FOR THE DIVISION YEAR-END GENERAL ASSEMBLY 2024**

TOP MANAGEMENT	
Manuela S. Tolentino, CESO V	Chairperson
Arlene S. Ricasata, CESO VI	Co-Chairperson
Bayani V. Enriquez	Program Managers
Mary Ann L. Tatlongmaria	
Ariel M. Cabantog	
PROGRAM COMMITTEE	
Donna Jane M. Alfonso	Lead
Maureen Jane Q. Alangco	Co-Lead
Angela A. Morando	
Precious Joy A. Coronado	Members
Baby Lyka A. Depoo	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Oversee the activity from planning to post-implementation.</li><li>• Overall coordinator of the Division Year-End General Assembly 2024.</li><li>• Updates the top management on the preparation and implementation of the event.</li><li>• Print program invitations/letters for the activity.</li><li>• Ensure confirmation of participants and guests before the conduct of activity.</li><li>• Ensure the smooth flow of the program.</li></ul>	
TECHNICAL COMMITTEE	
Lester R. Ramos	Lead
John Paul B. Baquiran	Members
Justin Pactores	
Larry R. Morando	
John Selwyn T. Raner	
Ron Joseph A. Diaz	
Louiegi K. Marcellana	
Lance Vincent T. Lacampuenga	
Eidref Jacob V. Benavidez	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Coordinate with the Program Committee for the AVPs, photos, sounds, and other related materials needed for the Division Year-End General Assembly 2024.</li><li>• Prepare PowerPoint presentation for the activity.</li><li>• Coordinate with the Physical Arrangement Committee regarding the equipment needed for the activity.</li><li>• Check the sound system before the conduct of the program.</li></ul>	
DOCUMENTATION AND MEDIA COMMITTEE	
Maureen Jane Q. Alangco	Lead
Jie Ann B. Otila	Co-Lead
Kevin Jarron T. Fuentes	Members
Justin K. Pactores	
Rissa May P. Violas	
Catherine V. Intal	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Provide writeup, video documentation of program, SDE, FB Live</li><li>• Post publication materials to official Facebook page</li></ul>	

PHYSICAL ARRANGEMENT COMMITTEE	
Baldrin B. Belen	Lead
Sonny L. Atanacio	Co-Lead
Elizabeth V. Arroyo	Members
Jamemuel A. Reyes	
John Aries R. Hernandez	
Raphael C. Miranda	
Ronaldo V. Diaz	
Ronald Q. Pasta	
Joseph Fernan C. Dulaca	
Sammy M. Diaz	
Roel B. Bongao	
Aljune C. Almoro	
Manuel Q. Nidea	
Romano M. Viñas	
Jose F. Yatco	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Coordinate with caterer on the stage setup of the program.</li><li>• Prepare venue and other concerns on facilities before the program.</li><li>• Prepare seating arrangement of participants.</li><li>• Secures chairs and tables needed.</li><li>• Ensure orderliness and cleanliness of the venue.</li><li>• Assist partners for the booths around the area.</li></ul>	
REGISTRATION AND ATTENDANCE COMMITTEE	
Editha Y. Coloma	Lead
Marvin E. Altobar	Co-Lead
Jerald E. Hernandez	Members
Marvin B. Estimo	
Ma. Olga Q. Sevilla	
Mark Angel H. Peña	
Vanessa K. Estor	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Prepare registration and meal attendance.</li><li>• Secure completion of documents to be submitted to the SMN.</li></ul>	
USHERETTE COMMITTEE	
Christine G. Arroyo	Lead
Camille B. Alcaide	Co-Lead
Marianne Kristy C. Vivo	Members
Vina Marie C. Obtinalla	
Orlani S. Mercado	
Olivia G. Lindo	
Marietta A. Marcos	
Gladies M. Cancan	
Roselyn T. Lacampunga	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Coordinate with the Physical Arrangement Committee regarding the seat plan</li><li>• Assist participants on their seating arrangement.</li><li>• Prepare participants of contests and coordinate with Games Committee</li><li>• Assist guests during the program.</li></ul>	

GAMES AND CERTIFICATES COMMITTEE	
Ernane Escuvania	Lead
Arletta P. Alora	Co-Lead
Artnafe N. Ode	Members
Marchy Joy T. Sanchez	
Edward R. Manuel	
Marilyn E. Macababbad	
Mary Rose M. Magbujos	
Olivia G. Lindo	
Marietta A. Marcos	
Mary Ann R. Almazora	
Carol C. Perez	
Matilde Breva	
Glenda C. Barata	
Ma. Olga Q. Sevilla	
Mark Angel H. Peña	
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Prepare and secure distribution of certificates and trophies t to awardees.</li><li>• Coordinate with the Usherettes for the arrangement of awardees.</li><li>• Facilitate the Games Proper</li><li>• Ensure all materials needed in the activities and games are available.</li></ul>	
RAFFLE COMMITTEE	
Sylvia S. Tanael	Lead
Darwin S. Malapaya	Co-Lead
Ma. Olivia E. Miranda	
Edrin A. Cancan	Members
Allan P. Mendoza	
Maria May Francis C. Barriga	
Ma. Teresita A. Ricafuente	
Cherry-lyn P. Caleda	
Jay Lord L. Floresca	
Jennifer D. Tolentino	
Cecille M. Almazan	
Cherry Ann C. Dela Cruz	
Rowena O. Buhat	
Laira Jhane A. Villano	
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Secure master list of participants for the raffle draw.</li><li>• Ensure proper distribution of prizes.</li><li>• Coordinate with Technical Committee for the raffle draw.</li></ul>	
FOOD COMMITTEE	
Artnafe N. Ode	Lead
Gerwin A. Tañega	Co-Lead
Vince Luis Y. Estuista	Members
Philip M. Ramos	
Sharon G. Yambao	
Harry Jay S. Arcega	
Felix A. Borreros	
Winkler B. Nava	
Jayson P. Magadia	

John Lester A. Viñas	
Paul Sendrix M. Cahigas	
Reubin D. Reyes	
Odina A. Lodo	
Jennifer G. Aplona	
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>Coordinate with caterer on the distribution of food.</li> </ul> <p>Ensure that all participants are well-served.</p>	
<b>• MEDICAL COMMITTEE</b>	
Rochelle O. Mergal	Lead
Henrietta M. Nacario	Co-Lead
Rudolf Anthony O. Erispe	Members
Carmencita K. Juntilla	
John Sebastian N. Jacalan	
Ralph John S. Tolledo	
Arnel S. Hicana	
Gerardson T. Ramos	
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>Ensure implementation of health and safety guidelines during the activity.</li> </ul> <p>Coordinate with CHO for availability of ambulance for the activity.</p>	
<b>• MONITORING AND EVALUATION</b>	
Gertrude A. Anunciacion	
Pacifico Jacinto P. Medina Jr	Lead
Isidra L. Galman	Members
Charles M. Patio	
Mischelle M. Lanuza	
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>Implement M and E activities.</li> <li>Distribute evaluation link for feedback.</li> </ul> <p>Give copy of consolidated evaluation report to SMN.</p>	
•	

## **Pay-it-Forward Contest**

### **Guidelines**

#### **1. Introduction and Overview:**

- District Identification: Clearly introduce the district that the video represents.
- Purpose of the Video: Provide a brief explanation of the "Pay-it-Forward" concept and its importance. Highlight how this initiative is about spreading kindness and encouraging others to do the same.

#### **2. Theme and Content: Inspiring Acts of Kindness**

- Real-Life Examples: Showcase actual "Pay-it-Forward" acts within the district (e.g., helping a neighbor, supporting a local charity, volunteering, random acts of kindness).
- Diversity of Acts: Feature a variety of acts, big and small, to show that kindness can take many forms (e.g., helping someone with groceries, offering emotional support, organizing community events).
- Personal Stories: Include testimonials from community members explaining the impact of kindness on them, their families, or their communities.

#### **3. Call to Action:**

- Encourage Participation: Invite viewers to share their own "Pay-it-Forward" stories, either through social media or local events.
- Hashtags and Social Media Integration: Encourage the use of a specific hashtag or create a challenge that districts can follow and track. Example: #DistrictKindnessChallenge.
- Next Steps: Provide viewers with simple, actionable ideas on how they can engage in their own "Pay-it-Forward" activities.

#### **4. Inclusivity and Community Engagement:**

- Representation: Ensure the video features a diverse group of participants from various backgrounds, ages, and walks of life.
- Local Community Involvement: Collaborate with local schools, businesses, or organizations to showcase community-wide participation.
- Volunteer Groups and Charities: Highlight local organizations, volunteers, and community groups involved in the "Pay-it-Forward" efforts

#### **5. Length, Format and Submission:**

Keep the video between 2-3 minutes to ensure it is short enough to maintain interest but long enough to tell a compelling story. Submission is on or before December 15, 10:00 p.m. thru this link: <https://tinyurl.com/Pay-It-Forward-Binan>

#### **6. Closing and Gratitude:**

- Thank the Participants: End the video with a thank you to everyone involved in the "Pay-it-Forward" act, including volunteers, organizations, and participants.
- Final Encouragement: Leave viewers with an inspiring message or quote that emphasizes the power of kindness in the community.

## 7. Criteria for Judging

### Creativity and Originality (20%)

- **Innovative Presentation:** Does the video present the "Pay-it-Forward" message in a fresh and unique way? Are the storytelling, visuals, and approach creative?
- **Engagement:** Is the video engaging and does it keep the audience's attention throughout? Does it creatively highlight the acts of kindness in the community?

### Impact and Message (30%)

- **Clear Message:** Is the purpose of the "Pay-it-Forward" initiative clearly communicated? Does the video emphasize the importance of kindness and inspiring others to help?
- **Emotional Appeal:** Does the video evoke positive emotions (e.g., inspiration, joy, hope)? Does it move viewers to consider taking part in similar acts of kindness?
- **Inspiring Action:** Does the video encourage viewers to take action or share their own "Pay-it-Forward" stories? Does it promote the idea of creating a ripple effect of kindness?

### Quality of Content (20%)

- **Storytelling:** How well does the video tell a story? Are the acts of kindness presented in an impactful, meaningful way? Are personal testimonials or real-life examples included to make the video more relatable?
- **Visual and Audio Quality:** Is the video well-shot, with clear visuals and good lighting? Is the sound quality clear and well-edited, with appropriate background music that enhances the mood?
- **Editing and Pacing:** Is the video edited well, with smooth transitions and a good flow from one segment to the next? Does it maintain a balanced pace, not too slow or too rushed?

### Inclusivity and Representation (15%)

- **Diversity:** Does the video feature a diverse range of people, including different ages, backgrounds, and roles in the community? Is it inclusive of various abilities and perspectives?
- **Community Representation:** Does the video accurately represent the district's values and community? Are local landmarks, organizations, and participants highlighted in a positive light?

### Adherence to Guidelines (10%)

- **Following Instructions:** Does the video follow the competition guidelines, including the length, format, and submission requirements? Is the district clearly identified, and does the video meet technical and creative criteria?
- **Hashtag and Social Media Integration:** Is there a clear call to action, encouraging viewers to participate and use the designated hashtag or share their own "Pay-it-Forward" stories on social media?

### Overall Appeal and Entertainment Value (5%)

- **Enjoyment Factor:** Is the video fun, heartwarming, and enjoyable to watch? Does it effectively balance a positive, feel-good tone while conveying the importance of the Pay-it-Forward concept?

- **Memorability:** Does the video stand out and leave a lasting impression on the viewers? Is it something that viewers would want to share with others?

#### **8. Practical Guidelines:**

- **Permissions:** Ensure that all participants in the video give consent for their appearance and for the use of their stories.
- **Privacy:** Be mindful of privacy concerns. Avoid sharing sensitive personal information without explicit permission.
- **Appropriate Content:** Ensure that the video content is respectful, inclusive, and adheres to any local or district-specific guidelines or standards.

#### **9. Review and Approval:**

- **Editing:** Ensure the video is well-edited and free from mistakes or disruptions. Review it for continuity, clarity, and emotional impact.
- **Approval Process:** Before finalizing, have the video reviewed and approved by district organizers or community leaders to ensure it aligns with the goals and values of the initiative.

#### **10. Prizes**

Champion – P5,000 to the winner district + 5,000 pesos to chosen beneficiary

First Runner Up- P3,000

Second Runner Up-P 2,000

# Merry Moves Christmas Dance Showdown Contest

## Guidelines

### 1. Eligibility and Participation:

- Open to all Teaching and Non-Teaching Personnel of DepEd Binan City  
Registration is thru <https://tinyurl.com/RegDanceBinan> until December 14, 2024
- 3-5 members/ participants may join the contest
- First 10 interested participants who registered will be accommodated, maximum of 1 entry per school will be allowed to participate

### 2. Theme and Music:

- **Christmas Theme:** All performances should be based on a Christmas or holiday theme, including Christmas carols, holiday pop songs, or festive instrumental music.
- **Length of Performance: 3 minutes.**
- **Originality:** Encourage creativity in choreography, costume design, and overall performance, while still maintaining a clear holiday theme.

### 3. Choreography:

- **Style of Dance:** multiple dance styles (e.g., contemporary, hip-hop, jazz, ballet, tap, or even cultural dances) but incorporate the festive theme.

### 4. Costumes and Appearance:

- Costumes should be related to the Christmas theme. These can include Santa hats, reindeer outfits, snowflakes, Christmas tree designs, or even creative spins on classic holiday characters.

### 5. Criteria for Judging:

- **Choreography (25%):** How creative, original, and cohesive is the dance routine? Does the choreography align with the Christmas theme?
- **Performance and Execution (30%):** How well do the dancers perform the routine? Are they in sync, confident, and energized throughout their performance?
- **Costumes and Theme (20%):** How well do the costumes reflect the Christmas theme? Are the costumes creative and add to the overall performance?
- **Audience Engagement (15%):** Does the performance engage the audience? Are the dancers able to connect with the viewers and create excitement and festive spirit?
- **Overall Presentation (10%):** How polished is the overall presentation? Does the performance flow well, and is it entertaining from start to finish?

### 6. Rules and Regulations:

- **No Risky Moves:** Ensure that all moves and stunts are safe. A "no dangerous moves" rule should be enforced to prevent injuries.
- **Time Limits:** Performances should not exceed the maximum time limit of 3 minutes.

### 7. Prizes and Awards:

Champion: P7,000

First Runner-Up: P 5,000

Second Runner-Up: P3,000

## **Voices of the Season Competition: A Christmas Choir Showcase**

### **Guidelines**

#### **1. Eligibility**

- Each district may submit one choir group.
- Participants must be current DepEd personnel (e.g., teachers, administrators, support staff).

#### **2. Team Composition**

- Choirs must consist of at least 5 members, with a maximum of 15 members.
- Each choir must include a mix of male and female voices, though mixed-voice choirs are encouraged.

#### **3. Repertoire**

- Performances must include at least one choice of Christmas song
- Songs may be in English or Filipino language

#### **4. Performance Length**

- Total performance time should not exceed **5 minutes**.
- Judges will be instructed to cut off performances that exceed the time limit.

#### **5. Costumes and Attire**

- Choir members are encouraged to wear Christmas-themed outfits, holiday colors (red, green, gold, silver), or professional holiday-themed attire.

#### **6. Stage Setup and Accompaniment**

- Accompaniment may be live or pre-recorded.
- Live instruments (e.g., piano, guitar, percussion) are allowed, but choirs must bring their own accompanist or instruments.
- If using a pre-recorded track, it must be submitted ahead of time for sound system compatibility.

#### **7. Criteria for Judging**

- **Vocal Harmony and Technique (25%):** Accuracy and blend of voices, pitch, rhythm, and vocal quality.
- **Creativity and Expression(25%):** Unique interpretations, choreography (if any), and emotional delivery of the music.
- **Stage Presence (15%):** Engagement with the audience, confidence, and overall presentation.
- **Adherence to Theme(15%):** Relevance to the Christmas spirit and the ability to create a festive atmosphere.
- **Overall Performance(20%):** Overall cohesion and impact of the performance.

## 8. Registration and Deadline

- Online Registration is until December 13, 2024 5:00 p.m. thru the link provided to the PSDS
- Choirs must provide the following upon registration:
  - Song titles and list of performers.
  - Name of the choir director and any accompanists or instrumentalists.
  - Any special technical requirements (e.g., microphones, sound equipment).

## 9. Rehearsal Time and Event Day

- Performances will occur on **December 17, 2024** , starting at **6:00 p.m.** . All participating choirs should be on-site and ready at least **30 minutes** prior to their performance.

## 10. Judging Panel and Prizes

- The competition will be judged by a panel of music educators, local musicians, and community leaders.
- Prizes

Champion: Plaque, Certificates, P10,000 cash prize

1st Runner Up: Plaque, Certificates, P 7,000 cash prize

2nd Runner Up: Plaque, Certificates, P 5,000 cash prize