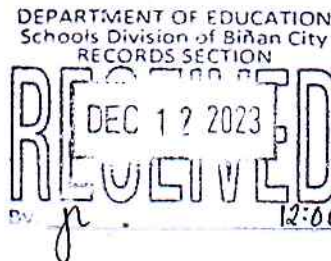




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY



11 Dec 2023

DIVISION MEMORANDUM

No. 495, s. 2023

DIVISION OF BIÑAN YEAR-END GENERAL ASSEMBLY

To: OIC - Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All 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 14, 2023**, 7:00 a.m. to 11:00 a.m, at Biñan Football Stadium with the theme: "Makulay ang Pasko ng Pamilyang Pilipino".
2. The activity aims to:
 - a. Recognize the efforts of teachers in delivering quality education to learners for the whole year.
 - b. Showcase talents of teaching and nonteaching personnel through presentation; and
 - c. Provide venue for all personnel to relax and be entertained
3. To ensure continuous quality education among learners, classes will shift to Modular Distance Learning - Asynchronous on the aforementioned date.
4. Relative to this, districts are requested to prepare a group presentation with their partnered districts.
5. Expenses incurred relative to the conduct of the activity shall be charged against Special Education Funds, Division/School MOOE subject to usual accounting and auditing rules and regulations.
6. Immediate and widest dissemination of this Memorandum is desired.


MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: List of Committees
Reference: None

SGOD/SMN / EJVC / DM - Division of Biñan Year-End General Assembly
/ 12/11/2023



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna
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Website: depedbinan.com



Enclosure

TECHNICAL WORKING COMMITTEES

ROLE	PERSON-IN-CHARGE
Overall Chairperson	SDS Manuela S. Tolentino, CESO V
Co-Chairperson	ASDS Edenia O. Libranda
Program Managers	SGOD Chief Bayani V. Enriquez CID Chief Mary Ann L. Tatlongmaria AO V Ariel M. Cabantog

COMMITTEE	PERSON-IN-CHARGE
Program/Invitation	Team Lead: Eva Joyce Cabantog Co-Leads: Violeta Umel Evelyn De Castro Leslie Denosta Members: Lani Alonte Donna Jane Alfonso Marilyn Macababbad Sharon Yambao Philip Ramos
Responsibilities	
<ul style="list-style-type: none"> Oversee the activity from planning to post-implementation. Overall coordinator of the Division of Binan Year-end General Assembly. Updates the top management on the preparation and implementation of the event. Print program invitations/ letters for the activity. Ensure confirmation of participants and guests before the conduct of activity. 	

COMMITTEE	PERSON-IN-CHARGE
Technical	Team Lead: Lester Ramos Co-Lead: Allan Medenilla Members: Lucky Dexter Sevilla Larry Morando Louiegi Marcellana
Responsibilities	
<ul style="list-style-type: none"> Coordinate with the Program Committee for the AVPs, photos, other related materials needed for the Division of Binan Year-end General Assembly Prepare PowerPoint presentation for the activity. Coordinate with the Physical Arrangement Committee regarding the equipment needed for the activity. Check sound system before the conduct of program. 	

COMMITTEE	PERSON-IN-CHARGE
Documentation and Video Coverage	Team Lead: Maureen Jane Alangco Co-Lead: Ferdinand Arbo Edward Manuel Marchy Joy Sanchez Mary Rose Magbujos Rissa May Violas Selwyn Raner
Responsibilities	



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Certificate No. PHP GMS
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- Provide writeup and video documentation of program.
- Collect all files needed for compilation of documentation.
- Submit final documentation to the SMN.

COMMITTEE	PERSON-IN-CHARGE
Physical Arrangement	<p>Team Lead: Ariel Cabantog Co-Lead: Ronaldo Bago Joel Valenzuela Elizabeth Arroyo All PSDSs</p> <p>Members: Raphael Miranda Roel Bongao Sammy Diaz Aljune Almoro Jamemuel Reyes Ronaldo Diaz Saturnino Raner Ronald Pasta Joseph Fernan Dulaca Felix Borreros John Jerold Castillo Manuel Nidea</p>
Usherette/s	<p>Team Lead: Dr. Rochelle Mergal Co-Lead: Dr. Pamela I Tamayo</p> <p>Members: Camille Alcaide Elaine Caravana Janine Jamena Marieta Marcos Paul Espiritu Justin Factores Minerva Tantiado Rowena Buhat Vina Marie Obtinalla Jose Yatco</p>
Registration	<p>Team lead: Nerra Visperas Co-lead: All PSDSs</p> <p>Members: All Schoolheads Arletta Alora John Aries Hernandez</p>
Responsibilities	
<ul style="list-style-type: none"> • Prepare layout/setup of the venue. • Prepare venue and other concerns on facilities before the program. • Secures chairs and table needed. • Coordinate with caterer on the stage setup of the program. • Ensure orderliness and organization of booths around the area. • Prepare seating arrangement of participants. • Escort guests and participants to their seat assignment. • Assist guests during the program. • Prepare registration and meal attendance. • Arrive before 1.5 hours before the program. • Assist food committee for the distribution of food. 	

COMMITTEE	PERSON-IN-CHARGE
Raffle	Team Lead: Darwin Malapaya Co-Leads: Sylvia Tanael Rhea Bilbes Olivia Miranda Christine Arroyo Tito Pascual Members: Edrin Cancan Allan Mendoza Maria May Francis Barriga Rodelito Parco Select Public Elementary Teachers Association
Responsibilities	
<ul style="list-style-type: none"> • Prepare master list of expected participants. • Prepare distribution list of winners of raffle draw. • Conduct pre-raffle draw for the small cost raffle items. 	

COMMITTEE	PERSON-IN-CHARGE
Food	Team Lead: Editha Coloma Co-Lead: Ernane Escuvania Members: Mary Joy Cabiles Artnafe Ode Jessica Joy Alpe Baby Lyka Depoo Gerwin Tañega John Paul Baquiran Marvin Estimo Marvin Altobar Jerald Hernandez Ron Joseph Diaz
Responsibilities	
<ul style="list-style-type: none"> • Coordinate with caterer on the distribution of food. • Ensure that all participants are well served. 	

COMMITTEE	PERSON-IN-CHARGE
Games	Team Lead: Gertrude Anunciacion Co-Lead: Angela Morando Members: School Sports Coordinator
Responsibilities	
<ul style="list-style-type: none"> • Ensure implementation of health and safety guidelines during the activity. 	

COMMITTEE	PERSON-IN-CHARGE
Medical	Team Lead: Dr. Rhey Ian Buluag Members: Henrietta Nacario Rudolf Anthony Erispe Gerardson Ramos Carmencita Juntilla John Sebastian Jacalan
Responsibilities	
<ul style="list-style-type: none"> • Ensure implementation of health and safety guidelines during the activity. 	

COMMITTEE	PERSON-IN-CHARGE
Monitoring and Evaluation	Isidra Galman
Responsibilities	
<ul style="list-style-type: none"> • Implement M and E activities. • Distribute evaluation link for feedback. • Give copy of consolidated evaluation report to documentation team. 	

All SDO personnel not included in the list shall assist the committees before, during, and after the event.