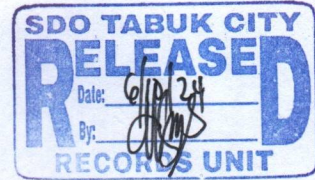




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



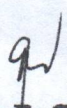
June 7, 2024

Division MEMORANDUM
No. 219, s. 2024

**CHAIRPERSONS AND MEMBERS OF THE WORKING COMMITTEE FOR THE 10TH
FOUNDING ANNIVERSARY CELEBRATION OF SDO TABUK CITY**


To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Head of Units and Sections
Elementary and Secondary School Heads
Administrative Officers and Administrative Assistants
All other concerned

1. The Schools Division of Tabuk City shall celebrate its 10th Founding Anniversary with the theme: "SDO Tabuk City: Matatag @ 10, A Decade of Education, Excellence, and Innovation."
2. Relevant to this, the following activities shall be observed as part of the month-long celebration:
 - a. Kick-off Program and Tree-planting activity on June 7, 2024
 - b. Salo-salo and Bloodletting on June 14, 2024
 - c. Service Caravan on June 19, 2024 and Legal Services on June 22, 2024
 - d. Sports Festival
 - e. Culminating Program on July 4, 2024
3. The specific details, and the committee chairs and members and their duties and responsibilities is stipulated in the attach enclosure.
4. For information and guidance.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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 DepEd Tayo Tabuk City

**PROPOSED ACTIVITIES FOR THE 10TH FOUNDING ANNIVERSARY
OF THE SCHOOLS DIVISION OF TABUK CITY**

Theme: SDO Tabuk City Matatag @ 10: A Decade of Education, Excellence and Innovation

Significance/Abstract: The theme "A Decade of Education, Excellence, and Innovation" encapsulates a celebration and reflection on ten years of significant achievements and advancements in the delivery of basic education services in the Schools Division of Tabuk City. It highlights the sustained commitment in maintaining high educational standards and quality, acknowledging the milestones and successes in teaching, curriculum development, and student outcomes. Concurrently, it emphasizes the role of innovation, showcasing how technological advancements, new pedagogical methods, and educational research have transformed learning experiences and environments. This theme underscores the importance of a long-term perspective, allowing for a comprehensive evaluation of progress and challenges over the decade, and aims to inspire future strategies and innovations to continue enhancing the educational landscape. Moreover, it underscores a ten-year journey of transformative achievements and progressive strides in the education delivery, focusing on the sustained enhancement of quality, standards, and teaching methodologies. This theme is significant in the context of achieving quality delivery of basic education services as it aligns with the Department of Education's (DepEd) MATATAG Agenda, which aims to foster a resilient and dynamic educational system. By reflecting on a decade of excellence, it highlights the importance of continuous improvement in educational outcomes, ensuring that high standards are met and surpassed. The emphasis on innovation points to the integration of new technologies, pedagogical strategies, and research findings that drive educational advancements. This holistic approach in SDO Tabuk's 10th Founding Anniversary Celebration supports DepEd's commitment in providing quality, inclusive, equitable and liberating education for all, addressing gaps, and preparing learners, teachers, and school leaders for future challenges, thereby ensuring a robust foundation for lifelong learning.

General Proposal:

1. Month-long celebration that shall have its kick off on June 7, 2024 and shall be culminated on July 4, 2024 (Thursday)
2. Each activity shall be conducted on the date/s identified by the committee chair
3. Budget shall be discussed today

Proposed Activities	Proposed Committee Members
<ol style="list-style-type: none"> 1. Tree Planting Activity and Environmental Scanning <ul style="list-style-type: none"> • Participated by all SDO Personnel including the school heads and school-based non-teaching personnel • Tree planting site is within the school vacant/available lot. This is to ensure that the trees will be well-taken care of. • The proposed variety (any fruit trees). • Short kick-off program will be held at the SDO grounds • Proposed date: June 7, 2024 • Venue: BCS Grounds • Dress Code: Anything that is green (tree planting) Laro ng Lahi... Anything comfortable • IP Games (Laro ng Lahi) <ul style="list-style-type: none"> • Tug of War • Salikawkaw • Banga Race • Maria going to market • Sack Race • Breaking the pot • Tumbang preso • Syatong • Patintero 	Lead: Menchie P. Gamongan (DRRM-CCAM) Asst. Lead: Shirley C. Sarmiento (SBFP) Members: Timothy V. Gallamaso Joey E. dela Cruz Allan R. Galanza All PSDSs Kick off Program In-charge: Maribel Bravo Sound system and physical arrangement c/o James and supply people Tarpaulin Backdrop Documentation: Ms. Lynette Sir Vincent Ms. Loriette Atty. Ringgo

<ul style="list-style-type: none"> • • Groupings.. check the GC 	
<p>2. Bloodletting Activity and Cook Fest</p> <ul style="list-style-type: none"> • Proposed Venue: Conference Hall • Proposed Date: June 14, 2024 • Guidelines on the cook fest shall be developed by the committee to be presented later today as part of the meeting • Salo-salo: Each group shall provide <ul style="list-style-type: none"> • Group 1 – Meat • Group 2 – Veggie • Group 3 – Fish • Bring own cooking materials • Bloodletting shall be conducted at the Red Cross Office as part of the World Blood Donation Day • Opening of the Sport Fest. Guidelines shall be discussed by sir Fed and Sir Ferdi later today as part of this meeting • Cheer dance Competition <ul style="list-style-type: none"> • 15-25 pax • Maximum of 7-10 mins • Focal: Harriet & Daisy 	<p>Lead for Cook Fest: Josefina Balisong</p> <ul style="list-style-type: none"> • PSDSs <p>Lead for bloodletting: Menchie P. Gamongan</p> <ul style="list-style-type: none"> • Health Personnel
<p>3. DepEd SDO Tabuk City Service Caravan</p> <ul style="list-style-type: none"> • Proposed Services to be offered: <ul style="list-style-type: none"> • Medical-Dental Mission and Free Haircut on June 19, 2024 at Toppan IS • Legal Services in coordination with PSA and LCR on June 22, 2024 venue: Bulanao Norte Barangay Hall <p>Committee chairs to coordinate with Ms. Welda on the Number of volunteers/pax for logistical arrangements</p> <ul style="list-style-type: none"> • Continuation of Sports Fest 	<p>Lead: Chief Sally P. Feken Asst. Lead: Chief Ramonchito Soriano Deputy Lead: Dorothy Asingal</p> <p>Members: Medical Officer and All Health Personnel Legal Officer EPS for ALS ITO Social Mobilization</p>
<p>4. Sports Fest</p> <ul style="list-style-type: none"> • Five (5) teams: Four (4) mother district + SDO • Team event (ball games) • games with cheering competition • Single elimination • Proposed dates: as identified <p>Venues: Volleyball @ Magsaysay ES Basketball @ TCNHS Badmindton @ Casigayan ES Table Tennis @ SDO</p> <p>Racket games, players are to provide their own racket</p>	<p>Lead: PSDS Ferdinand A. Malagyab Asst. Lead: EPS Federico C. Flores</p> <p>Members: PSDS Robert B. Binha-on PSDS Joan M. Ranjo PSDS Emily B. Langkit/Medea Vallejo SEPS Kenneth A. Atiwag EPS II Vincent Martinez</p>

<p>5. Culminating Program</p> <ul style="list-style-type: none"> • Proposed date: July 4, 2024 • Venue: TBA for procurement • Proposed Logistics: <ul style="list-style-type: none"> • Highlight is an opening salvo about the history of SDO Tabuk City presented in a documentary film 15-20 mins run time • Gallery-walk on notable photo documentation of SDO Tabuk City in still photos (displayed at the corridor towards the entrance of the venue) • Gallery-display of notable accomplishments of various leaders crucial in the establishment of SDO Tabuk City • Proposed guests to be invited: <ul style="list-style-type: none"> • DepEd CAR Regional Director and other regional personnel • Past leaders who contributed to the establishment of SDO Tabuk City • Past DepEd CAR Regional Directors who worked for the establishment of SDO Tabuk City • Past Schools Division Superintendents • Retirees of SDO Tabuk City Division Office • Proposed Keynote Speaker: <ul style="list-style-type: none"> • DepEd CO Usec Densing • DepEd Usec Revsee/Asec Bringas • To include awarding for service loyalty • Knowledge Sharing in the Afternoon • Others <ul style="list-style-type: none"> • Advocacy polo shirt • Commemorative Pen (Fountain pen for the guest and paper weight for the rest of the participants) 	<p>Chair: SDS Benedicta B. Gamatero Lead: OIC ASDS Jan Nowel E. Peña Asst. Lead: SGOD Chief Sally P. Feken CID Chief Ramonchito A. Soriano</p>	
	<p>Program Committee</p> <ul style="list-style-type: none"> • Prepare the program flow • Coordinate hosting • Oversee the overall conduct of the culminating program 	<p>Chairperson Maribel Bravo</p> <p>Members Medea Vallejo Karen Tabanganay Henry Alunday</p>
	<p>Invitation Committee</p> <ul style="list-style-type: none"> • Prepare the program invitation • Prepare guest list • Facilitate selection and coordination with the protocol officers and usherettes/ushers • Prepare lei 	<p>Chairperson Federico Flores</p> <p>Members Allan Dumalsin Joan Ranjo Thelma Galici Josefina Balisong</p>
	<p>Protocol Officers</p> <ul style="list-style-type: none"> • Assist the guest as to their accommodation, provide their tokens and other needed matters • Inform their officers of the schedule of activities including their accommodation schedule, venue and other related info 	<p>Chairperson Corazon Bravo</p> <p>Members Lady EPSs</p>
	<p>Usherettes/Usher</p> <ul style="list-style-type: none"> • Manage seating arrangements of guests and participants 	<p>Admin Ladies</p>
	<p>Communication and Advocacy Committee</p> <ul style="list-style-type: none"> • Prepare and ensure distribution of invitation program, invitation letter • Ensure updates in the DepEd Tabuk City FB Page • Prepare tarpaulin and advocacy material • Prepare tokens for guests and participants • Provide design and ensure production of the advocacy polo shirt 	<p>Chairperson Deewai Bagayao</p> <p>Members Romeo Agagon Harriet Buslig Frances Gacuya Anna Marie Bucahan Vincent Martinez Daisy Bucao</p>
	<p>Food Committee</p> <ul style="list-style-type: none"> • Prepare and coordinate menu to the supplier • Coordinate serving and food distribution during the event • Ensure food prep, menu and servings is in accordance with the standards 	<p>Chairperson Dorothy Asingal</p> <p>Members AO IVs/Admin Aide Ladies</p>

	Production Committee <ul style="list-style-type: none"> • Coordinate and facilitate production of the AVP on the history of SDO Tabuk City • Validate historical data and write-up including script to be used in the production • Ensure production output is within the standards • Prepare the Gallery walk 	Chairperson Allan Dumalsin Members Helen Orap Ramonchito Soriano Henry Alunday Marionette Dooma Ferdinand Malagyab Corazon Bravo Emmanuel Ubuán
	Housing/Lodging Committee <ul style="list-style-type: none"> • Coordinate/facilitate the accommodation of guests • Ensure that guest/VIPs have assigned protocol officers 	Chairperson Cresencia Na-oy Members Welda Buslig Daisy Bucáo Frances Gacuya
	Awards Committee <ul style="list-style-type: none"> • Coordinate/facilitate list of awardees • Provide design of plaque • Coordinate/prepare plaque, bouquet, certificates • Facilitate awarding ceremony during the event • Prepare Certificate of Recognition for volunteers 	Chairperson Sally Feken Members Catherine Badong Sixto Lang-ay Micah Benito Karen Heidi
	Physical Plant Committee <ul style="list-style-type: none"> • Prepare the venue in accordance to required standards • Coordinate/ensure functionality of sound system, presentation/video paraphernalia, air-conditioning unit in the venue • Ensure presence of coffee and water stations with cups, stirrer, etc. • Ensure that toilet is clean with toilet paper, hand soap and with flowing water 	Chairperson Dorothy Asingal Members James Dayao Timothy Gallamaso Agustina Lomeng
	Ways and Means Committee <ul style="list-style-type: none"> • Prepare/coordinate/facilitate the procurement process in coordination with the different committees 	Chairperson Emmanuel Ubuán Members Welda Buslig Mark Christian Buduan
	Documentation Committee <ul style="list-style-type: none"> • Document all activities in videos and still pictures and closely coordinate with the advocacy team 	Chairperson Vincent Martinez Members Harriet Busligf Lorielt Iyadan Efren Danag

	<p>Knowledge Sharing Committee</p> <ul style="list-style-type: none"> • Coordinate/facilitate activities in the knowledge sharing as to: best practices, research, innovations, etc 	<p>Chairperson Ramonchito Soriano Members CID</p>
	<p>Medical Team</p> <ul style="list-style-type: none"> • Pu-up health station during the event 	<p>Chairperson Members</p>