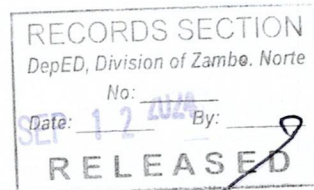




Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

Division Memorandum  
 No. 493, s. 2024

September 10, 2024

**CREATION OF WORKING GROUPS FOR THE SCHOOLS DIVISION OFFICE  
 HOSTING OF THE 2024 ZAMBOANGA PENINSULA NATIONAL TEACHERS' DAY  
 CELEBRATION**

To: All Personnel Concerned  
 This Division

1. The Schools Division of Zamboanga del Norte, in its intention to ensure success of the hosting of the 2024 Zamboanga Peninsula National Teachers' Day Celebration with the theme **Together4Teachers** on September 30, 2024, at the Zamboanga del Norte Cultural Center, Dipolog City, hereby creates the following working committees and their respective duties and responsibilities, to wit:

**I. STEERING COMMITTEE**

- Chairperson : ROY C. TUBALLA EMD, JD, CESO V  
*Schools Division Superintendent*
- Vice – Chairpersons : LOURMA I. POCULAN CESO VI  
*Asst. Schools Division Superintendent*  
JERRY C. BOKINGKITO CESO VI  
*Asst. Schools Division Superintendent*
- Members : ZYHRINE P. MAYORMITA, EDD  
*Chief, Curriculum Implementation Division*  
JOY E. LETRAN-SINGSON, EMD  
*Chief, School Governance and Operations Division*

The Steering Committee shall serve as the advisory body in all matters regarding the aforementioned event which will be participated in by at least 300 personnel region-wide. It shall render decisions, which will be considered final, on all matters relative to the said activity.

**II. WORKING COMMITTEES AND SUB-COMMITTEES**

**A. Overall Coordinating Committee (and Secretariat)**

- Chairperson : JERRY C. BOKINGKITO CESO VI  
*Asst. Schools Division Superintendent*
- Co-Chairperson : LOURMA I. POCULAN CESO VI  
*Asst. Schools Division Superintendent*
- Members : JOY E. LETRAN-SINGSON  
*Chief, School Governance and Operations Division*  
ZYHRINE P. MAYORMITA, EDD  
*Chief, Curriculum Implementation Division*



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JESSIE E. ELACAN  
SEPS, SMN  
ROBERT I. POCULAN  
SEPS, HRD  
ARCELITA B. ZAMORAS  
EPS, *Araling Panlipunan*  
EUNICE D. JANOLINO  
EPS II, SMN

Secretariat : Admin Aides/Secretaries of ASDSs and Chiefs

The Overall Coordinating Committee (and Secretariat) shall provide necessary support services to the working committees as follows:

1. Assist working committees in the conduct of preparatory meetings;
2. Document proceedings and actions taken by the committees and inter-agency work groups;
3. Provide technical and administrative assistance including coordination with the different sections and field personnel;
4. Provide instructions/updates to the other committees;
5. Review proposals, requests, matrices or forms needed for the conduct of the activity;
6. Provide progress and terminal reports to the steering committee; and
7. Perform other functions as needed.

**B. Committee on Program**

Chairperson : JOY E. LETRAN-SINGSON, E.M.D.  
*Chief, School Governance and Operations Division*

Members : JESSIE E. ELACAN  
SEPS, SMN  
WILSON H. INDING  
SEPS, SMME  
EUNICE D. JANOLINO  
EPS II, SMN  
ARTHURO J. LAMDAG  
EPS, MAPEH  
RITCHIE T. DAGUMO  
*Teacher, Sergio Osmeña NHS*  
JASON DAPITON  
*Teacher, Katipunán NHS*  
REYNELDA SALANDRE  
Principal, Rizal Central ES

The Committee on Program shall draw up plans for the hosting of the 2024 regional NTD. It shall prepare, reproduce and distribute program of activities. Further, it shall coordinate closely with the Steering Committee in all matters affecting the flow of the activities/program.



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**C. Committee on Documentation**

Chairperson : JULIUS O. BELAGANTOL  
*Information Technology Officer I*  
Members : JED A. NIEVES  
EPS II, SMME  
DAN JESSIE B. BAYRON  
ADAS, Budget and Finance  
JOSEPH A. PANTOJA  
PDO I, YFS  
LAISA MADEL M. CINCHES  
PDO I, YFS  
GEKABEL M. VELARDE  
PDO I, YFS  
ICT STAFF

The Committee on Secretariat and Documentation shall coordinate with the Steering Committee as to agreed documentation procedures (video footage). It shall act as repository of all 2024 NTD hosting documents - keep records of the meetings, prepare documentation of the activity including synthesis. It shall likewise propose packaging of the summit documentation.

The abovementioned committee shall further prepare plaques of appreciation and certificate of appearance for the guests, sponsors, and participants. It shall come up with attendance matrix and mechanics to facilitate orderly registration of participants.

**D. Committee on Invitation**

Chairperson : ZYHRINE P. MAYORMITA  
*Chief, Curriculum Implementation Division*  
Members : JENNIFER T. BULANON  
PSDS (EPS-Designate, English)  
EVELYN C. LABAD  
EPS, LRMS  
GRACE T. DELA CRUZ, E.M.D.  
*EPS, Kindergarten*  
ANITA D. SUBEBE  
EPS, Filipino  
MARY JEAN P. ACEDO\  
PSDS, Salug II  
EUNICE D. JANOLINO  
EPS II, SMN  
JOSEPH H. OBNIMAGA  
*School Principal, Sibutad NHS*  
REVSEE SAEL  
*School Principal II, Gutalac NHS*





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**LEO S. CUDAS**  
*School Principal, Roxas Central ES*

The Committee on Invitation shall prepare invites for the identified sponsors, speakers and guests of the said activity. It shall ensure that invites are received. It is likewise tasked to confirm attendance, book flights, and make hotel reservations of the sponsors, guests and participants (if there's any).

**E. Committee on Registration**

Chairperson : **HELEN E. TANGON**  
*Administrative Officer V*

Members : Heads and Staff of the Cashiering, Budget and Finance and Supply Sections

The Committee on Registration shall prepare registration forms which shall be distributed to the District Supervisors/Officers-In-Charge who, in turn, shall take care of the registration of participants of their respective district assignment.

The same committee shall coordinate closely with the Committee on Finance for all matters requiring funding support.

**F. Committee on Decoration, Discipline, Security and Physical Arrangement**

Chairpersons on Decoration : **JOSEPHINE C. CRISOSTOMO**  
*PSDS, Polanco I*  
**CELSO P. OVERA**  
*PICD, Polanco II*

Members : **TEACHERS OF POLANCO I & II**

Chairperson on Discipline : **JANET RECAMARA**  
*EPS, Values Education*

Members : Staff/Secretaries of OSDS

Chairperson on Security : **ERVIE A. ACAYLAR**  
*EPS, Science*

Member : **ETHYL KIMBERLY S. LABADAN**  
*PDO II, DRRM*  
 Security Guards  
 Utility Personnel

Chairperson on Stage Setup and Physical Arrangement : **ENGR. DAVE A. PATIGAYON**  
*Division Engineer III*

Members : All EFS Officials/Staff  
 Utility Personnel



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In coordination with the Program Committee, the Committee on Security and Physical Arrangement shall draw-up physical plans for the event including stage design, floor lay-out/plan, placement of streamer/ signage as well as the audio-visual facilities. It is also tasked to draw-up efficient traffic flow to guide participants during the entire activity.

The same committee shall coordinate with the Dipolog City Police and Security Marshall for all matters affecting security, peace and order during the entire conduct of the event.

**G. Committee on First Aid**

Chairperson : CHERYL V. OCUPE MD  
 Members : ALL SCHOOL HEALTH PERSONNEL

The Committee on First Aid shall install strategic and visible first aid stations at the venue to address situations requiring first aid/medical attention from health professionals. It shall ensure availability of necessary first aid kits.

It may also coordinate with other health professionals/institutions to provide medical support during the conduct of the activity.

**H. Lights and Sounds/ Technical Committee/ Others**

Chairperson on  
 Lights and Sounds : LEONIDO A. PAMPILO  
 Members : SEPS, P&R  
 : HERALD F. VERGANO  
 OLIVER MORANDARTE  
 LOUGEN MAGBANUA

Chairperson on  
 Hosting : JESSIE E. ELACAN  
 Members : SEPS, SMN  
 EUNICE D. JANOLINO  
 EPS II, SMN  
 RITCHIE T. DAGUMO  
*Teacher, Sergio Osmeña NHS*  
 JASON DAPITON  
*Teacher, Katipunan NHS*  
 REYNELDA SALANDRE  
 Principal, Rizal Central ES

Chairperson on  
 Ushering : MARYLYNNE B. BAYRON  
 Members : AO IV, Personnel  
 All Staff of Personnel and Payroll Sections

Chairpersons on





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Raffle Draws : NILDA Y. GALAURA  
EPS, TVL  
JESSIE E. ELACAN  
SEPS SMN  
EUNICE D. JANOLINO  
EPS II, SMN

Members : ROBERT I. POCULAN  
SEPS, Human Resource Development  
ARNEL C. MASION  
Administrative Officer IV  
GIPARELB.ELUMBA  
Planning Officer III, Planning & Research  
LOREMAE E. SUMITON  
AO II, Polanco I District  
ELLA MAE S. DE GUZMAN  
AO II, Katipunan I District

The Committee on Lights and Sounds in coordination with the Program Committee shall be responsible for the preparation and installation necessary lights and sounds equipment/facilities at the venue. It shall make sure that all facilities/equipment are properly secured during and after the conduct of the event.

The Committee on Ushering shall make sure that guests, sponsors and participants are properly attended to and given the courtesy and hospitality that is distinctive of Zamboanga del Norte.

The Committee on Raffle Draws in coordination with the Committee on Solicitation shall be in-charge of the actual conduct of the raffle draws, design and orient the participants of the mechanics. It shall likewise provide proper documentation of the conduct of the raffle as well as the list of raffle draw winners.

**I. Committee on Finance and Logistics**

Chairperson : ARVIE M. OMPOY  
Division Accountant  
Members : CASEMERA V. LUNJAS  
Division Budget Officer  
JUN LEONARD U. ROMARATE  
Supply Officer

The committee shall be responsible for the consolidation of fund requirements for the activity including cash advances and fund releases for supplies/materials, food, transportation, and accommodation. It shall ensure proper accounting and liquidation of funds incurred during the conduct of the activity.





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**J. Committee on Solicitations**

Chairperson : JESSIE E. ELACAN  
SEPS SMN  
Co-Chair : ROBERT I. POCULAN III  
SEPS, HRD  
Member : EUNICE D. JANOLINO  
EPS II, SMN  
JENNIFER V. MIRA  
ADAS III, Payroll  
ALL DO-BASED PDO I - YFS

**K. Committee on Awards and Procurement**

Chairperson : ATTY. JOYCE S. PACO  
BAC Sec  
Members : SUPPLY and BAC OFFICE STAFF

The Committee on Awards and Procurement shall be responsible in the consolidation and procurement of all necessary supplies and materials for the conduct of the activity. It shall observe usual procurement processes in carrying-out the duties and responsibilities.

It shall further take care on the purchase of goods/tokens as awards/special awards to be given to the participants.

All staff may be called for additional duties in any of the above workgroups.

All chairpersons shall call their committee members to a meeting IMMEDIATELY and draw-up action plans with budget and submit the same to the **Over-All Coordinating Committee and Secretariat**.

All tasked personnel are required to render services on the scheduled hosting of the regional NTD and other days as deemed necessary.

This shall take effect immediately and shall remain in force until conclusion of activity.

**FOR STRICT COMPLIANCE.**

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent

SGOD-SMN/jessie/2024NTMTWG/DM009/09102024



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