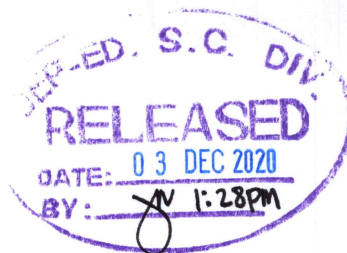




Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



December 03, 2020

DIVISION MEMORANDUM
No. 215, s. 2020

**CULMINATING PROGRAM FOR
2020 18-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN (VAW)**

**TO : Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
This Division**

- 1 Pursuant to Regional Memorandum No. 519, s. 2020 entitled *DepEd Caraga 18-Day Campaign To End Violence Against Women and Children* and in observance of Philippine Commission of Women (PCW) awareness campaign, this Schools Division Office (SDO) hereby conduct the **Culminating Program for 2020 18-Day Campaign to End VAW** to be **attended** by **select** human resource in consideration of basic health protocols.
- 2 Hereunder are the essential details of the said program, to wit:
 - Time : 10:00 in the morning
 - Venue : Clementino V. Diez Memorial Central Elementary School Covered Court
 - Date : Monday, December 14, 2020
 - Attire : Upper - Prescribed advocacy polo shirt
Lower - Any presentable garments
 - Attendees : All SDO-Based Human Resource
All School Heads
Four (4) Technical Working Group (TWG) members from Clementino V. Diez Memorial Central Elementary School (CVDMCES)
- 3 Please see attached herewith Annexes for further details, to wit:
 - Annex A : Activity Content
 - Annex B : Management Committee Structure
- 4 Immediate dissemination of and strict compliance of this Memorandum is directed.

KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent *[Signature]*

Enclosure/s: None
Reference/s : Regional Memorandum No. 519, s. 2020

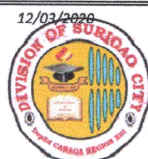
To be indicated in the Perpetual Index
under the following subjects:

**WOMEN'S RIGHTS CELEBRATION
WOMEN'S WELFARE**

**WOMEN'S EMPOWERMENT
WOMEN'S ADVOCACY**

KLG/fcc

12/03/2020



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
(086) 826-3075, 826-8931, and 826-1268
surigao.city@deped.gov.ph

We serve with Goodness, Openness, and Dignity



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

"ANNEX A"

ACTIVITY CONTENT

TIME			DATE	PARTICULARS	RESOURCE PERSON
START	END	DURATION (hours:minutes)			
9:30	10:00	0:30	14/12/2020	Arrival and Registration	Secretariat
				Plenary Session	
				Preliminaries:	
10:00	10:05	0:05		National Anthem	AVP
10:05	10:10	0:05		Opening Prayer	
10:10	10:15	0:05		Welcome Remarks	Florence E. Almaden, CESO VI / ASDS
10:15	10:25	0:10		Acknowledgment of Participants	Elizabeth S. Larase, MAEd / SGOD Chief
10:25	10:40	0:15		VAW Awareness Videos	
10:40	10:45	0:05		Intermission	OSDS Functional Division
10:45	10:50	0:05		Intermission	CID Functional Division
10:45	11:00	0:15		VAW Awareness Videos	
11:00	11:05	0:05		Intermission	SGOD Functional Division
11:05	11:15	0:10		Words of Encouragement	Karen L. Galanida, PhD, CESO V / SDS
11:15	11:30	0:15		The Campaign	AVP
11:30	12:00	0:30		Open Forum	
12:00	13:00	1:00		Lunch	
1:00 p.m. onwards				End of Culminating Program	

***** Nothing follows *****



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
 (086) 826-3075, 826-8931, and 826-1268
surigao.city@deped.gov.ph



Republic of the Philippines
Department of Education
 Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY

"ANNEX B"

MANAGEMENT COMMITTEE STRUCTURE

ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED IN-CHARGE	
		(Leader)	(Member/s)
Overall Program Manager	Oversee the preparation and conduct of the activity; Constitute Management Committee; and Prepare Proposal; Prepare Division Memorandum for the duly approved Proposal; Procure cash advance for the operating expenses and process liquidation of the same; Purchase and distribute materials / items needed. Prepare and submit GAD Accomplishment Report (GAR) to the GAD Secretariat;	Karen L. Galanida	Florence E. Almaden Farrah C. Coniate
Secretariat	Facilitate the registration process; Secure activity materials; Check venue for amenities and provisions; and Ensure the smooth functioning of the Management Committee.	Mary Rose R. Raganas	Trisha Jade T. Billedo Laurie Jane C. Labadan Evelyn P. Plandano Lucita R. Solimanan Rudyliza A. Franca
Documentation In-Charge	Take photographs and videos; Report and submit narrative report, photographs, and videos to the Secretariat.	Gideon G. Buniel	Laurie Jane C. Labadan
Welfare Officers	Provide health devices and medicine for basic medical needs; Provide weighing scale for constant check up participants' gained or lose weight; and Attends to the basic medical needs.	Jemberto M. Namuag Dr. Famela Felicio	Irene S. Balaba Dr. Manivelle Pertacorta
Master of Ceremonies / Host	Follow the agenda and or activity matrix; Ensure that the various sections of the event start and end on time; and Refer the changes on the activity flow (if there is any) to the Overall Activity Manager.	Farrah C. Coniate	
Decoration In-Charge	Prepare, procure, and purchase materials needed; and Arrange and decorate the designated area.	Dr. Richard B. Antallan	Select C.V Diez MCES Human Resource
Tarpaulin In-Charge	Layout design, procure, and print the tarpaulin; and Endorse the the purchased items to the Secretariat.	Gideon G. Buniel	
Programme In-Charge	Request the materials to be used from the Overall Activity Manager; and Layout design, procure, print, and distribute the printed Programme.		



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
 (086) 826-3075, 826-8931, and 826-1268
surigao.city@deped.gov.ph



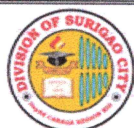
Republic of the Philippines
Department of Education
 Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY

“ANNEX B”

MANAGEMENT COMMITTEE STRUCTURE

ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED IN-CHARGE	
		(Leader)	(Member/s)
Programme In-Charge	Print the activity Programme; Distribute the activity Programme;	Trisha Jade T. Billedo	Lucita R. Sulimanan
Certificate In-Charge	Request the materials to be used from the Overall Activity Manager; and Layout design, procure, print, and endorse the printed Programme to the Secretariat.	Dr. Jeanit C. Besinga	Jayllian S. Cagata
Information Technology-Related Tasks In-Charge	Oversee the entire preparation of IT-related tasks and outputs; Livestreaming coverage of the Culminating Activity Procure music for the Intermission Number.	Kevin Adrian M. Rosas	Karyl John C. Feril
Equipment and or devices In-Charge	Prepare the equipment and or devices needed: 2 pieces Microphone(s) with stand 2 pieces Extension wire(s) with multiple power outlets 1 piece Projector (daylight)		
Inspectorate (Infrastructure)	Inspect and verify the veracity and correctness of the quantity and specifications of the purchased and or paid goods.	Von Eugene F. Cleofe	John Mark L. Gorgonio
Inspectorate (Services)	Inspect and verify the veracity and correctness of the quantity and specifications of the purchased and or paid learning services.	Jemberto M. Namuag	Manuelita A. Argana
Inspectorate (Goods)	Check the availability of the food before its serving time; Check the quantity of the food against the catering contract before and after its serving time; Ensure that the food is being stored or placed in a safe and protected area; and Ensure that all legitimate participants and facilitators will be provided.	Raquel G. Cultura	Maureen Aristan
Acceptance Officer	Accept the duly inspected and verified veracity and correctness of the quantity and specifications of the purchased and or paid goods.	Michelle G. Jimenez	Niña Marie A. Tuy
Budget Officer	Verify the availability of the allotment.	Krisna Bess D. Edera	Manuelita A. Argana
Accountant	Verify the availability of funds.	Ida B. Solloso	Janice A. Naig
Disbursement Officer	Facilitate the fund disbursement and liquidation or reimbursement.	Leric A. Guyano	Robert L. Babatugon
Canvasser	Gather data relative to the availability of meal packages and items needed with its corresponding selling prices.	Roweno B. Noguerra, Jr.	Kenneth A. Dumali
BAC Officer	Preside the conduct of bidding and oversee the posting of bidding details to the PhilGEPS portal. Post the bidding details to the portal.	Florence E. Almaden	Robert Sherwin S. Betita



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
 (086) 826-3075, 826-8931, and 826-1268
surigao.city@deped.gov.ph