



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 04 2022

MEMORANDUM

No. 221, s. 2022

2022 TEACHERS' FAIR IN CELEBRATION OF THE WORLD TEACHERS' DAY

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. In reference to OULAP Memorandum No. Q-2-046, s. 2022 entitled, "National Teachers' Day and World Teachers' Day Celebration", this Division will conduct a whole day Teachers' Fair (on opposite sessions) on **October 5, 2022, 7:30 AM – 12:00 NN** and **1:30 – 6:00 PM**, at the Muntinlupa Sports Center, to give honor to the hard work, dedication, and unparalleled commitment of our teachers in SDO-Muntinlupa.
2. Relative to this, free consultation and technical services from different government offices like GSIS, PhilSys, and Pag-IBIG, relaxation and wellness opportunities, free food, raffle prizes, and other freebies from partner-organizations and stakeholders will be provided for the teachers.
3. Participation of teachers shall be done on opposite sessions, in compliance with the *no-disruption-of-classes policy* stipulated in DepEd Order No. 9, s. 2005 titled, "Instituting Measures to increase Engaged Time-on-Task and Ensuring Compliance Therewith."
4. Attached with this Memorandum are the following Enclosures, for reference:
 - a. Enclosure 1 – Teachers' Fair Guidelines
 - b. Enclosure 2 – Program of Activities
 - c. Enclosure 3 – List of Participating Stakeholders
 - d. Enclosure 4 – Floor Plan/Layout
 - e. Enclosure 5 – Raffle Mechanics
 - f. Enclosure 6 – Schedule of Shuttle Services
 - g. Enclosure 7 – List of Committees
5. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

TEACHERS

CELEBRATIONS

MRAO/Memo – 2022 TEACHERS' FAIR IN CELEBRATION OF THE WORLD TEACHERS'

221 September 30, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 805-9935, (02) 805 - 9940

sdmuntinlupa@gmail.com

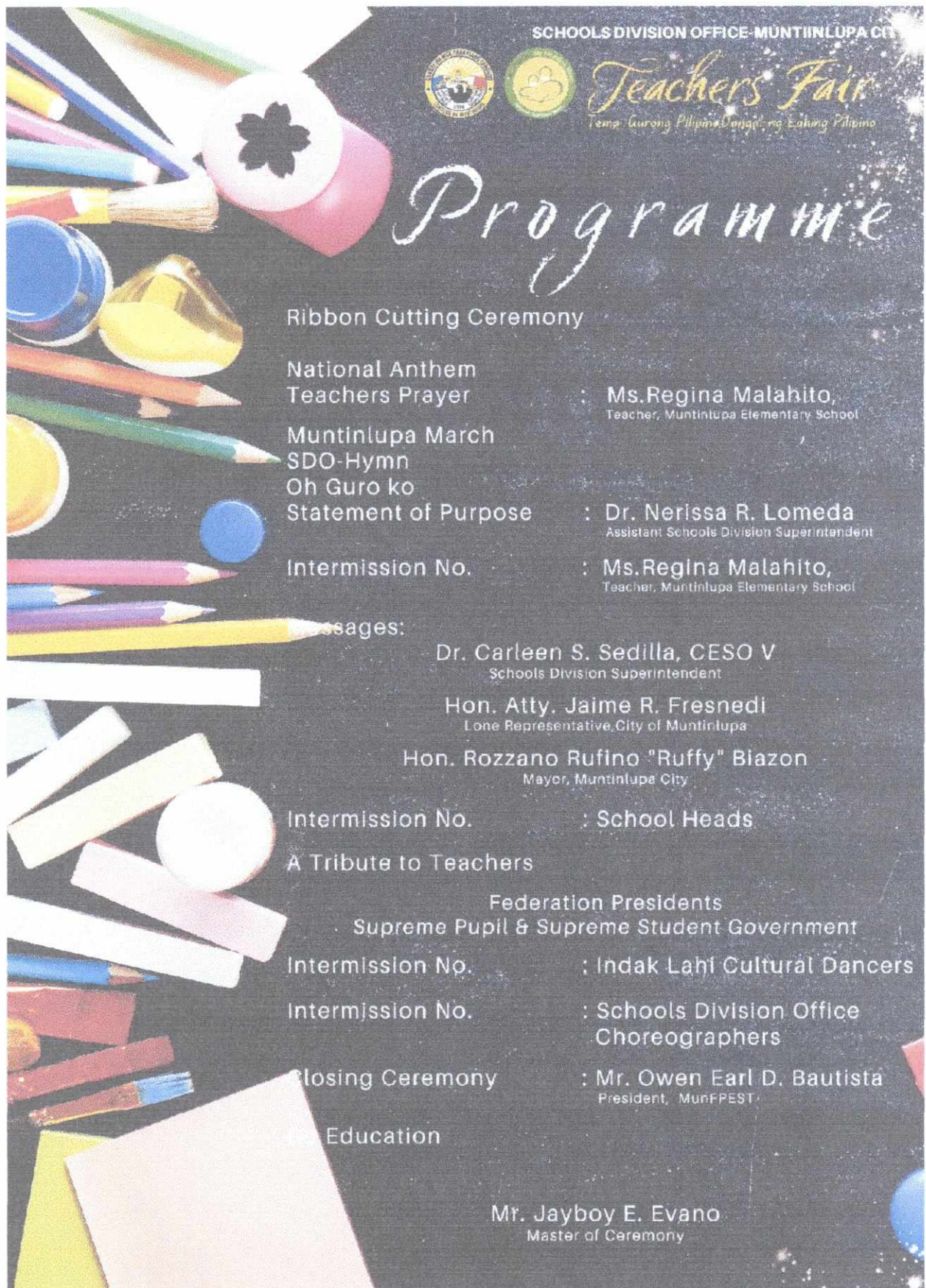


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TEACHERS' FAIR GUIDELINES

1. The Teachers' Fair is open to all public elementary and secondary school teachers of the Schools Division Office of Muntinlupa City. All booths are freely accessible to all teachers inside the premises.
2. To avoid disruption of classes, morning session teachers shall go to the fair venue in the afternoon after their classes, while afternoon session teachers shall proceed to the event in the morning before going to their respective schools.
3. For proper identification of all attendees, all teachers are advised to wear their DepEd IDs upon entry and all throughout the event. Minimum health and safety standards shall still be observed in the entire duration of the activity.
4. There are two options to register at the venue, as follows:
 - Paper Registration
 - Identify/locate designated registration desks (Elementary, JHS, and SHS).
 - Present DepEd ID.
 - Fill-out the registration form.
 - Get the Claim Stub from the personnel in charge of the registration.
 - Online Registration
 - Identify/locate designated registration desks (Elementary, JHS, and SHS).
 - Present DepEd ID.
 - Scan the Registration QR Code.
 - Get the Claim Stub from the personnel in charge of the registration.
5. The registration will start at **7:00 a.m.** and **1:00 p.m.** in both sessions, respectively. There will be an opening program at **7:30 a.m.** for the morning session and **1:30 p.m.** for the afternoon session. However, the booths shall open after the opening program.

Relative to this, all afternoon session teachers from nearby schools such as Tunasan National High School, Putatan Elementary School, Muntinlupa Elementary School, Muntinlupa Science High School, Itaas Elementary School, Muntinlupa National High School, and Lakeview Integrated School are encouraged to come during the opening program at 7:30 a.m., and morning session teachers to come in the opening program at 1:30 p.m.
6. The event activities, which will run until **6:00 p.m.**, include bazaars, raffle draws, giveaway of snacks and other freebies, provision of legal and medical consultation services, general inquiry on various government services from partner stakeholders, *Videoke* challenge, photobooth, and various recorded performances and messages. The Human Resource/Personnel Unit and the Promotion and Selection Board (PSB) will also be assigned an area to address queries on requirements for reclassification, promotion, increment, service record, and other employee benefits.
7. Snacks and other freebies will be available only until supplies last. Partner food merchants will set up their booths to accommodate everyone who would like to avail of their food services.
8. When posting and sharing pictures on Facebook, teachers are encouraged to include the hashtag **#WTDMunti2022** in the caption.



SCHOOLS DIVISION OFFICE - MUNTINLUPA CITY

Teachers Fair
Tema: Guro ng Pilipino, Dangal ng Ealing Pilipino

Programme

Ribbon Cutting Ceremony

National Anthem
Teachers Prayer : Ms. Regina Malahito,
Teacher, Muntinlupa Elementary School

Muntinlupa March
SDO Hymn
Oh Guro ko
Statement of Purpose : Dr. Nerissa R. Lomeda
Assistant Schools Division Superintendent

Intermission No. : Ms. Regina Malahito,
Teacher, Muntinlupa Elementary School

Messages:
Dr. Carleen S. Sedilla, CESO V
Schools Division Superintendent
Hon. Atty. Jaime R. Fresnedi
Lone Representative, City of Muntinlupa
Hon. Rozzano Rufino "Ruffy" Blazon
Mayor, Muntinlupa City

Intermission No. : School Heads

A Tribute to Teachers
Federation Presidents
Supreme Pupil & Supreme Student Government

Intermission No. : Indak Lahi Cultural Dancers

Intermission No. : Schools Division Office
Choreographers

Closing Ceremony : Mr. Owen Earl D. Bautista
President, MunFPEST

Education

Mr. Jayboy E. Evano
Master of Ceremony

LIST OF PARTICIPATING STAKEHOLDERS

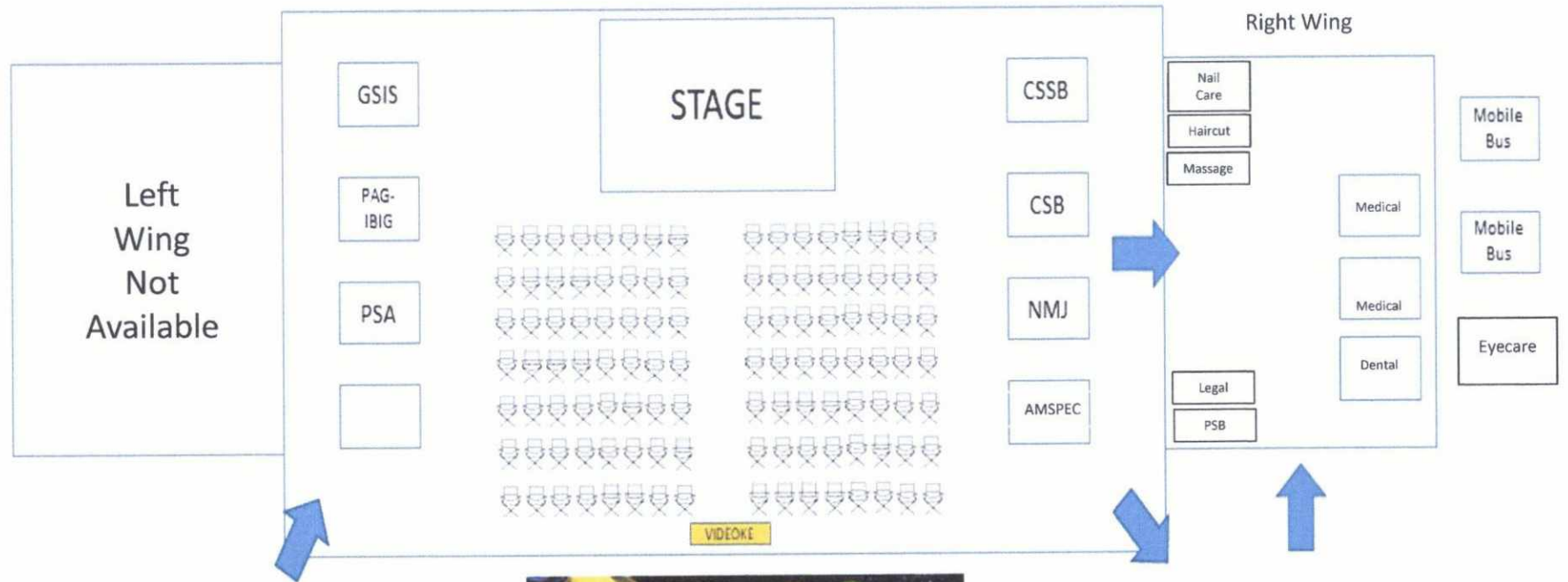
as of October 3, 2022

A. Service Providers

Name of Stakeholder	Services to Provide
1. City Government of Muntinlupa -City Health Office in partnership with Philippine Dental Association (Muntinlupa Chapter)	Medical and Dental Services
2. City Government of Muntinlupa – Environmental and Sanitation Center	Cleaning Services
3. City Government of Muntinlupa – POSO	Security and Peace and Order
4. PNP Muntinlupa	Security and Peace and Order
5. City Government of Muntinlupa – People’s Coordinating Council and Muntinlupa Association of Barangay Council	Transportation Services
6. City Government of Muntinlupa - YASDO	Venue and Layout
7. SDO Promo Board	General Inquiry
8. DepEd Legal Department	General Inquiry
9. GSIS	General Inquiry
10. Pag-Ibig	General Inquiry
11. PSA/PhilSys	Application for National ID
12. TESDA-MCTI	Beauty Care, Nair Care, and Massage Services
13. Landbank	General Inquiry
14. City Savings Bank	General Inquiry
15. BDO One Network Bank	General Inquiry
16. OJO Eyewear	Eye check up services

B. Donors

Name of Stakeholder	Donations
1. Manila Water	Liquid Hand Soap
2. BDO One Network	Raffle Prizes
3. City Savings Bank	Raffle Prizes
4. Maynilad	Bottled Water
5. CCML Metro Manila	Freebies for Teachers
6. SMART	Raffle Prizes
7. MILO	Milo Products
8. JA Philippines	Raffle Prizes
9. Gardenia	Bread Giveaways
10. St Peter Life Plan	Raffle Prizes
11. NMJ Marketing	Raffle Prizes
12. PBSP	L'Oreal Make-up Giveaways
13. AMSPEC	Mascot and Supply Giveaways



RAFFLE MECHANICS

1. Only the Schools Division Office – Muntinlupa teachers are qualified to join.
2. The teacher must present his/her school ID at the registration area in order to claim 1 raffle stub. Note: Only one registration is allowed per teacher. Two (2) or more registrations of the same name will invalidate the raffle entry.
3. All raffle stubs should be legibly filled out with the teacher's complete name, school, contact number, and signature.
4. The teacher will be assisted by a raffle committee member in personally dropping off his/her raffle entry at the *tambolo*.
5. Raffle entries will be manually drawn every thirty minutes (see schedule below). Please take note that the *tambolo* will be emptied out at exactly 12 noon to reset the raffle draw and give way for the afternoon session.

Morning Celebration	Afternoon Celebration	*Minimum number of raffle prizes to be drawn per session
8:30 a.m.	1:30 p.m.	7
9:00 a.m.	2:00 p.m.	7
9:30 a.m.	2:30 p.m.	7
10:00 a.m.	3:00 p.m.	7
10:30 a.m.	3:30 p.m.	7
11:00 a.m.	4:00 p.m.	7
11:30 a.m.	4:30 p.m.	7

** If there are additional raffle prizes from partner stakeholders, they will be distributed equally between the morning and afternoon sessions.*

6. The names of the winning teachers will be shown on the LED WALL.
7. Participants cannot win two (2) or more raffle prizes.
8. Raffle draw winners must present proof of identification to claim their prize at the designated area and sign the acknowledgement record. Unclaimed raffle prizes will be turned over to the Faculty President for distribution.

SCHOOLS' RAFFLE DONATIONS GUIDELINES

1. All schools are encouraged to provide raffle prizes with a minimum amount of five hundred pesos (P500.00) for the world teachers' day. Refer to the matrix below for the minimum number of raffle prize/s per school category.

SCHOOL CATEGORY	MINIMUM NUMBER OF DONATIONS FOR RAFFLE PRIZES
SMALL	1
MEDIUM	2
LARGE	3
MEGA	4

2. **All raffle prizes must not be taken from the Maintenance and Other Operating Expenses (MOOE), teachers, politicians, or students.**

3. All raffle prizes must be given to the SDO Property and Supply Unit on or before October 4, 2022, 12:00 noon for proper inventory. Should you have any more questions, kindly contact Ms. Joiche I. Luna, Division Supply Officer, or Ms. Angela M. Francisco, HR Officer.

SCHEDULE OF SHUTTLE SERVICES
2022 TEACHERS' FAIR IN CELEBRATION OF THE WORLD TEACHERS'

- a. Teachers who will join the activity may avail of the free shuttle service to be provided on the day of the event.
- b. The shuttle services are on a first come, first served basis.
- c. Available e-jeepneys and barangay service vehicles will be used to transport the teacher-passengers, with the schedule as follows:

VEHICLE #	TIME DEPARTURE		POINT OF PICK-UP / DROP-OFF
1	7:30 AM	12:30 PM	Star Mall Alabang to Muntinlupa Sports Complex
2	7:45 AM	12:45 PM	Star Mall Alabang to Muntinlupa Sports Complex
3	8:00 AM	1:00 PM	Star Mall Alabang to Muntinlupa Sports Complex
4	8:15 AM	1:15 PM	Star Mall Alabang to Muntinlupa Sports Complex
1	7:30 AM	12:30 PM	PNP Laguerta to Muntinlupa Sports Complex
2	7:45 AM	12:45 PM	PNP Laguerta to Muntinlupa Sports Complex
3	8:00 AM	1:00 PM	PNP Laguerta to Muntinlupa Sports Complex

- d. Each Shuttle service can accommodate to as much 10 to 15 passengers per trip, back and forth. There will be 9 available shuttle services that will go around in the schedule given above.

2022 TEACHERS' FAIR IN CELEBRATION OF THE WORLD TEACHERS'

LIST OF COMMITTEES

Committee	In-Charge
Registration	Dr. Zoren Pepito L. Gubalane Mr. Joseph D. Nilo Ms. Chelo DG. Rongavilla Ms. Ada Trinidad A. Tagle
Documentation	Ms. Ma. Regaele A. Olarte Ms. Alyssa V. Aventurado Dr. Ma. Carmen D. Solayao Dr. John Albert B. Colle
Program	Mr. Jayboy Evano Dr. Mark Joseph C. Fernandez Ms. May L. Borjal Mr. Wilson F. Pascual
Accommodation & Layout	Ms. Noemi A. Valdez Mr. Eduardo L. Kondo, Engr. Renante L. Tejada
Raffle Prizes	Ms. Joiche I. Luna Ms. Angela Francisco Ms. Cecille Teresa C. Claudel

Committee	In-Charge
Transportation	Mr. King Solidini S. Torres Ms. Sue Ann R. Yago
Partner-Donors	Ms. Rochelle A. Jimenez Ms. Ivy M. Romano Ms. Phoebe R. Arroyo Ms. Lourdes V. Rodilla Dr. Gina U. Urquia Ms. Virma U. Amistoso Ms. Susan M. Labuntog Dr. Marissa M. Andanza
Video Messages	Ms. Clarissa C. Avila Dr. Emelita D. Bautista Ms. Mariel Eugene L. Luna
Health	Ms. Ma. Teresa S. Indap Ms. Maripaz M. Lavin Dr. May Anne L. Ayudtod Dr. Maricel R. Subida
Snacks & Food	Ms. Noemi A. Valdez Dr. Valentina A. Ballesteros Dr. Armida S. Oblinada Mr. George A. Romano Dr. Liliosa B. Palce 2 AO II
Cleanliness	Mr. Edison C. Enerlas Mr. Andres F. Sicam
Security	Dr. Yaledegler C. Maligaya Dr. Ma. Theresa C. Dela Rosa
Certificates	Ms. Ivy M. Romano