



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

September 27, 2023

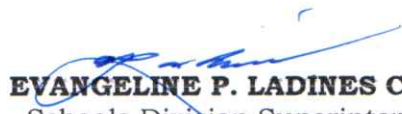
MEMORANDUM

No. 230, s. 2023

2023 DIVISION WORLD TEACHERS' DAY CELEBRATION

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/ Officer-In-Charge
Administrative Officer V
All Other 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 Half Day Division Celebration on **October 5, 2023, 1:00 PM- 5:00 PM**, at Muntinlupa Sports Center to honor our hardworking, dedicated and committed teachers.
2. Food Provision for teachers in the event will be charged to school local funds/MOOE subject to accounting procedures.
3. For other relevant details, please refer to the following enclosures:
 - a. Enclosure 1 - Program and Activities
 - b. Enclosure 2 - Floor Plan and Lay-out
 - c. Enclosure 3 - Raffles Mechanics
 - d. Enclosure 4 - Schedule of Shuttle Services
 - e. Enclosure 5 - List of Committees
4. Further, a school-based World teachers' Day Celebration will be conducted from 6:00 AM to 11:00 AM on the said date.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl: As stated

References: None

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

TEACHERS

CELEBRATION

MJCF/ 2023 Division World Teachers' Day Celebration
230 / September 25, 2023

NUM-2023-230



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



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Enclosure 1 – Division Memorandum No. ____, s 2023

PROGRAM AND ACTIVITIES

2023 Division World Teachers Day Celebration

October 05, 2023, 1:00 pm -5:00 PM

Venue: Muntinlupa Sports Complex

Time Frame	Activities	Person Involve
1:00 PM- 1:10 PM	Entrance of Colors	School Heads and Faculty President
1:10 PM-1:15 PM	Prayer for Teachers	
1:15 PM-1:30 PM	Welcome Message	Dr. Evangeline P. Ladines CESO V Schools Division Superintendent
	Inspirational Messages	Hon. Jedidiah R. Presnedi Chairperson, Committee on Education Hon. Atty. Jaime R. Fresnedi Congressman Hon. Rozzano Rufino “Ruffy” Biazon City Mayor
1:30 PM- 1:35 PM	Intermission Number	Indak Lahi Dance Troupe
1:35 PM- 2:05 PM		BILIB (Pinoy Pop Artist)
2:05 PM- 1:20 PM	Oath Taking Ceremony	MUNFPEST Newly Elected Officers
2:10 PM- 2:20 PM	1st Raffle Draw	Raffle Committees
2:20 PM- 3:00 PM	Live Band	Sessionistas
3:00 PM- 3:10 PM	2nd Raffle Draw	Raffle Committees
3:10 PM- 3:40 PM	Live Band	Sessionistas
3:40 PM- 3:50 PM	3rd Raffle Draw	Raffle Committees
3:50 PM- 4:00 PM	Special Number	BILIB (Pinoy Pop Artist)
		Ms. Lindsay Custodio
4:00 PM- 4:20 PM	Live Band	Third Set
4:20 PM- 4:40 PM	Grand Raffle Draw	Raffle Committees
4:40 PM- 4:45 PM	Closing Remarks	Dr. Nerissa R. Lomeda CESE Chief Education Supervisor, SGOD OIC, Assistant Schools District Supervisor
4:45 PM- 4:50 PM	Community Prayer	Ms. Ma. Regale A. Olarte Education Program Supervisor, SGOD
4:50 PM- 5:00 PM	Schools Division Office- HYMN	

Mr. King Solidini Torres/ Dr. Mark Joseph C. Fernandez
 Master of Ceremonies



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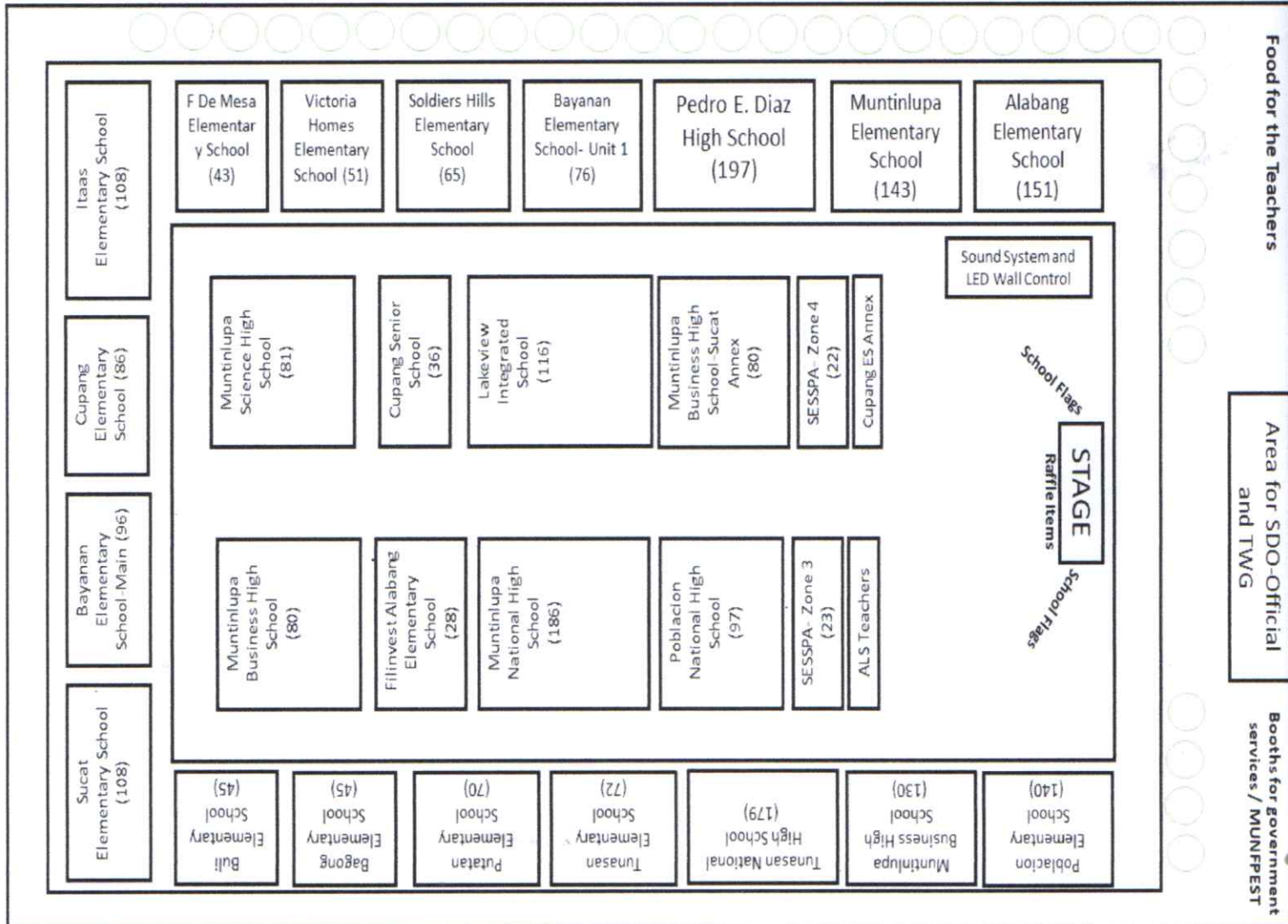


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Enclosure 2 – Division Memorandum No. ____,s 2023

2023 Division World Teachers Day Celebration

FLOOR PLAN AND LAY-OUT





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Enclosure 3 – Division Memorandum No. ____, s 2023

RAFFLES MECHANICS

1. Only the Schools Division Office - Muntinlupa teachers are qualified to join.
2. The School must prepare their school box with the prescribed format given by the organizers.

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 checked and filled out by the school with the teacher's complete name, school, contact number, employee number and signature.
4. Raffle entries will be manually drawn.
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.

* If there are additional raffle prizes from partner stakeholders, they will be distributed equally between the schools.

RAFFLE ALLOCATION

School	Category	No. of Raffles Allocated
Alabang ES	Mega School	15
Bagong Silang ES	Medium School	8
Bayanan ES – Main	Large School	10
Bayanan ES – Unit 1	Medium School	8
Buli Elementary School	Medium School	8
Cupang ES – Annex	Small School	5
Cupang ES – Main	Large School	10
F. De Mesa ES	Medium School	8
Filinvest Alabang Elementary School	Small School	5
Itaas ES	Large School	10
Muntinlupa ES	Mega School	15
Poblacion ES	Mega School	15
Putatan ES	Medium School	8
Soldiers Hills ES	Medium School	8
Sucat Elementary School	Large School	10
Sucat Sitio Pagkakaisa – Zone 3 Annex	Small School	5



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School	Category	No. of Raffles Allocated
Sucat Sitio Pagkakaisa – Zone 4 Annex	Small School	5
Tunasan ES	Medium School	8
Victoria Homes ES	Medium School	8
Lakeview Integrated School	Large School	10
Muntinlupa Business HS	Mega School	15
Muntinlupa Business HS – Sucat Annex	Medium School	8
Muntinlupa National HS	Mega School	15
Muntinlupa Science HS	Large School	10
Pedro E. Diaz HS	Mega School	15
Poblacion National HS	Large School	10
Tunasan National HS	Mega School	15
Cupang Senior HS	Medium School	8
Alternative Learning System	Small School	5
TOTAL	280 Items	

9. All Raffle Prizes will be taken from the Schools Division Office-Maintenance and other Operating expenses.

10. All Raffle Box per school must be given to the SDO- Property and Supply Unit on or before September 30, 2023, 5:00 PM for proper inventory. Should you have any more questions. Kindly contact Ms. Joiche I. Luna, Division Supply Officer, Ms. Angela M. Francisco, HR officer and Dr. Mark Joseph C. Fernandez, WTD Overall In-Charge.



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Enclosure 4 – Division Memorandum No. ____, s 2023

SCHEDULE OF SHUTTLE SERVICES

2023 Division World Teachers' Day Celebration

- 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 of Departure		Point of Pick-up/ Drop-Off
1	11:00 AM	12:30 PM	Star Mall Alabang to Muntinlupa Sports Complex
2	11:15 AM	12:45 PM	Star Mall Alabang to Muntinlupa Sports Complex
3	11:30 AM	1:00 PM	Star Mall Alabang to Muntinlupa Sports Complex
4	11:45 AM	1:15 PM	Star Mall Alabang to Muntinlupa Sports Complex
1	11:00 AM	12:30 PM	PNP Laguerta to Muntinlupa Sports Complex
2	11:15 AM	12:45 PM	PNP Laguerta to Muntinlupa Sports Complex
3	11:30 AM	1:00 PM	PNP Laguerta to Muntinlupa Sports Complex

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



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Enclosure 5 – Division Memorandum No. _____, s 2023

2023 Division World Teachers Day Celebration
LIST OF COMMITTEES

Committee	In-Charge	TOR
Registration	Chairperson: Dr. Zoren Pepito L. Gubalane Mr. Joseph D. Nilo Ms. Chelo DG. Rongavilla Ms. Ada Trinidad A. Tagle	-Attendance
Documentation	Chairperson: Dr. Jayboy E. Evano Ms. Ma. Regalele A. Olarte Ms. Alyssa V. Aventurado Dr. Ma. Carmen D. Solayao Dr. John Albert B. Colle	-Complete Narrative, Pictures before and during the event
Program	Chairperson: Dr. Mark Joseph C. Fernandez Dr. Evangeline M. Aman Dr. Ma. Myra E. Namit Ms. May L. Borjal	-Program Flow -Invites -Materials for presentation -Livestream via FB live
Accommodation & Layout	Chairperson: Ms. Noemi A. Valdez Engr. Renante L. Tejada Ms. Phoebe R. Arroyo SDO- Utilities	-Venue reservation -Chairs & Tables -LED wall -Sound system -Generator -Banderitas -Welcome decor -Backdrop for photo
Raffle Prizes & mechanics	Chairperson: Ms. Joiche I. Luna Ms. Angela Francisco Ms. Maria Cristina F. Malacad Mr. Michael Evan Aguelo	-Raffle Mechanics -Raffle (Manual) -Acknowledgment record
Transportation	Chairperson: Mr. Eduardo L. Kondo Ms. Cecille Teresa C. Claudel Ms. Sue Ann R. Yago	-Memo announcing the schedule of service -Shuttle Service from Alabang and City Hall as Pick-up Points to Sports Complex (SDO & Barangay flexivans) -Pick-up of donations



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Committee	In-Charge	TOR
Partner-Donors	Chairperson: Ms. Rochelle A. Jimenez Ms. Ivy M. Romano Ms. Lourdes V. Rodilla Ms. Virma U. Amistoso Dr. Marissa M. Andanza	-Communication for Sponsors and Partnership - (Loreal, school supplies, health kit etc.)
Invitation Letter	Chairperson: Ms. Mariel Eugene L. Luna Ms. Clarissa C. Avila Mr. Reynante Benito	-Invitation Letter for City Councilors, Vice Mayor, Mayor and other City officials
Health	Chairperson: Ms. Ma. Teresa S. Indap Ms. Maripaz M. Lavin Dr. May Anne L. Ayudtod Dr. Maricel R. Subida	-Schedule -Communication to CHO -Memo to School Nurses
Cleanliness	Chairperson: Mr. Edison C. Enerlas Mr. Andres F. Sicam School Heads MUNFPEST Officers and Faculty Club Presidents	-Communication to ESC -Supervision -Schedule
Security	Chairperson: Dr. Yaledegler C. Maligaya Dr. Ma. Theresa C. Dela Rosa School Heads MUNFPEST Officers and Faculty Club Presidents	-Peace & order -communication to MTMB, PNP & POSO
Stage Decoration	Chairperson: Dr. Antonio B. Rocha Dr. Shella C. Navarro Mr. Jayson B. Albaro Mr. Harold DG. Santos	-Stage Set-up/Plans - Stage Decoration



Division World Teacher's Day Celebration! 2023

*"Empowering Educators: Strengthening
Resilience, Building Sustainability"*

October 5, 2023

1pm - 5pm

Muntinlupa Sports Complex





Program and Activities

2023 Division World Teachers Day Celebration

Activities

Entrance of Colors

Prayer for Teachers

Welcome Messages

Inspirational Messages

Intermission Number

Oath Taking Ceremony

1st Raffle Draw

Live Band (1st Set)

2nd Raffle Draw

Live Band (2nd Set)

3rd Raffle Draw

Special Number

Live Band (3rd Set)

Grand Raffle Draw

Closing Remarks

Community Prayer

Schools Division Office - Hymn

Persons Involved

School Heads and Faculty Members

Dr. Evangeline P. Ladines CESO V
Schools Division Superintendent

Hon. Jedidiah R. Presnedi
Chairperson, Committee on Education

Hon. Atty. Jaime R. Fresnedi
Congressman

Hon. Ruzzano Rufino "Ruffy" Biazon
City Mayor

Indak LahiDance Troupe
BILIB (Pinoy Pop Artist)

MUNFEST Newly Elected Officers

Raffle Committee

Sessionistas

Raffle Committee

Sessionistas

Raffle Committee

BILIB (Pinoy Pop Artist)

Ms. Lindsay Custodio

Sessionistas

Raffle Committee

Dr. Nerissa Roxas - Lomeda CESE
Chief Education Supervisor, SGOD
OIC, Assistant Schools Division Superintendent

Ms. Ma. Regale A. Olarte
Education Program Supervisor, SGOD

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