



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

Office of the Schools Division
Superintendent

SEP 19 2024

MEMORANDUM

2024 DIVISION WORLD TEACHER'S DAY

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

1. The Schools Division of Muntinlupa celebrates the National Teachers' Month, with the theme, "Together4Teachers," in recognition of the hard work, dedication, and impact that teachers have on shaping the future of our nation. In line with this, the Division will conduct the culminating program for the National Teachers Month and World Teachers Day celebration on **October 4, 2024, 1:00 to 5:00 p.m.**, at the **Muntinlupa Sports Center, Tunasan, Muntinlupa City**.
2. This significant event will bring together all public school teaching personnel from all over the Division to honor and celebrate the invaluable contributions of our teachers to the society. Relative to this, all public elementary and secondary schools are enjoined to participate in the said celebration.
3. Attached with this Memorandum is the list of the different committees assigned in the conduct of the aforementioned program, for reference. Separate issuances shall be released in relation to the program of activities, raffle mechanics, and other details of the event.
4. Food (Afternoon Snacks) in the amount of P100.00 per participant and other relative expenses shall be charged against MOOE or local funds, subject to the existing accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

EVENTS	PROGRAM	ACTIVITY
MRAO/ NATIONAL TEACHERS' MONTH		
342 /September 17, 2024		

UN-2024-342



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

List of Committees for the 2024 Division World Teacher's Day Celebration

Committee	In-Charge	Terms of Reference
Registration	<p>Chairperson: Dr. Zoren Pepito L. Gubalane</p> <p>Mr. Joseph D.Nilo Ms. Chelo DG. Rongavilla Ms. Ada Trinidad A. Tagle</p>	Ensuring the smooth and efficient registration of participants for the event, maintaining accurate records, and providing assistance throughout the registration process
Documentation	<p>Chairperson: Ms. Alyssa V. Aventurado</p> <p>Dr. Ma. Carmen D. Solayao Dr. John Albert B. Colle Dr. Eric F. Fungo</p>	<p>Comprehensive recording, compilation, and dissemination of all relevant information and materials related to the event</p> <p>This includes capturing photos of the event, preparing official reports, and ensuring the availability of accurate and detailed records for future reference.</p>
Program	<p>Chairperson: Ms. Ivy M. Romano</p> <p>Dr. Evangeline M. Aman Ms. May L. Borjal Ms. Neri Lorenzo Mr. Andres F. Sicam Jr. Mr. Reynante Benito</p>	Ensuring that all aspects of venue preparation, layout design, and participant accommodation are well-planned and executed
Accommodation & Layout	<p>Chairperson: Ms. Noemi A. Valdez</p> <p>Mr. Eduardo L. Kondo Ms. Phoebe R. Arroyo Ms. Giselle Adriano Division Engineer SDO Utility Personnel</p>	Ensuring that all aspects of venue preparation, layout design, and participant accommodation are well-planned and executed
Raffle Draw and Prizes	<p>Chairperson: Ms. Joiche I. Luna</p> <p>Ms. Maria Christina Malacad Ms. Karen Medina Ms. Virma Amistoso Dr. Armida Oblinada Dr. Leonaida L. Gutierrez</p>	Planning, organizing, and managing the raffle draw segment of the event to ensure it is conducted in a fair, transparent, and enjoyable manner

Partners and Donors	<p>Chairperson: Ms. Cecilia Teresa C. Claudel</p> <p>Dr. Marissa Andanza Mr. King Solidini J. Torres Ms. Ma. Romma Pagador SEPS-SOCMON</p>	<p>Identifying, engaging, and maintaining relationships with partners and donors to secure resources and support for the event</p> <p>This includes monetary donations, in-kind contributions, sponsorships, and partnerships that align with the event's goals and objectives.</p>
Invitation and Coordination	<p>Chairperson: Ms. Mariel Eugene L. Luna</p> <p>Dr. Liliba Palce Ms. Clarisa C. Avila Ms. Cecille Ilarde Mr. Lambert Quesada</p>	<p>Managing the process of inviting participants, guests, and dignitaries to the event, ensuring clear and efficient communication, coordination, and logistical arrangements</p>
Health	<p>Chairperson: Ms. Ma. Teresa S. Indap</p> <p>Dr. May Anne L. Ayudtud Dr. Maricel R. Subida Ms. Maripaz M. Lavin</p>	<p>Ensuring the health and safety of all participants, staff, and guests during the event. This includes planning, implementing, and managing all health-related protocols and emergency procedures to create a safe and healthy environment</p>
Sanitation	<p>Chairperson: Mr. Edison C. Enerlas</p> <p>School Heads (2 Utility personnel per school) MUNFPEST Officers Faculty Club Presidents</p>	<p>Ensuring a clean and hygienic environment during the event. This includes planning, implementing, and managing sanitation protocols and procedures to maintain high standards of cleanliness and hygiene</p>
Security	<p>Chairperson: Mr. Eduardo L. Kondo</p> <p>Dr. Yaledegler C. Maligaya School Heads (1 security personnel per school)</p>	<p>Maintaining the safety and security of all participants, staff, and assets during the event. This includes planning, implementing, and</p>

	MUNFPEST Officers Faculty Club Presidents	managing security measures to prevent and respond to any potential threats or incidents
Decoration	Stage Preparation: Dr. Florante C. Marmeto Photobooth Preparation: Dr. Ador B. Querubin	Planning, designing, setting up, and dismantling all decorations at the event venue
Awarding Committee	Chairperson: Dr. Myra E. Namit Ms. Angela Francisco Administrative Officers MUNFPEST Officers School Heads	Ensuring a fair, transparent, and efficient process for recognizing and awarding participants based on predefined criteria The committee oversees all aspects of the awards ceremony, from the selection of awardees to the presentation of awards.