



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
2601 Stockfarm, Wangal, La Trinidad, Benguet



DIVISION MEMORANDUM
No. 085 - 2015

TO : All Schools Division Office of Benguet Personnel
All District Supervisors and District Coordinating Principals

DATE : August 6, 2015

FROM : *for* **FEDERICO P. MARTIN, Ed. D.**
Officer in Charge
Office of the Schools Division Superintendent

SUBJECT : **WELCOME & TURN-OVER CEREMONIES AND MASS OATH TAKING OF ALL PERSONNEL APPOINTED UNDER THE RATIONALIZATION PROGRAM**

1. Mr. Nestor Lorenzo Bolayo, Public Schools District Supervisor and Officer In-charge of the Schools Division Office of Mountain Province shall be installed in the same capacity on August 14, 2015 replacing our outgoing OIC-Assistant Schools Division Superintendent, Rizalyn A. Guznizn, Ed.D., promoted as Chief Education Program Supervisor-Curriculum Implementation Division (CID) effective July 13, 2015.
2. On the same date also is the Mass Oath taking of all personnel appointed/promoted under the Rationalization Program. Attire is Semi-formal. Both activities will be at the Adivay Hall, 3rd Floor, and Schools Division Office of Benguet which starts at 9:00 AM.
3. Enclosed herewith are the working committees for the success of our two (2) important occasions. Those whose names not listed are requested to participate and cooperate being in one organization.
4. Please be guided accordingly.

WORKING COMMITTEES

A. FOOD/BUDGET (AM Snacks & Lunch)

1. To plan for the menu
2. Canvass
3. Coordinate with the caterer
4. Follow-up on time & proper catering service
5. Serve coffee to visitors as they arrive

Chair: Ms. Balbina A. Apili, Ed. D.

Co-chair: Ms. Loyda B. Coilan

Members: Ms. Virginia V. Basatan

Ms. Florabel C. Balanon

Ms. Jennilyn L. Alfredo

Mr. Francisco V. Bagul-lo Jr.

Ms. Clarita R. Eoer

Ms. Joyce J. Balalong

Ms. Armacita A. Honorio

B. HALL AND STAGE PREPARATION

1. To arrange/fix the hall and stage with proper backdrop and decorations
2. Designate seats for all appointees under the Rationalization Program (one area)
3. Seats for guests

Chair: Mr. Joseph L. Daganos

Co-chair: Ms. Mila T. Caliging, Ed. D.

Members: Ms. Rodriguez L. Belino

Ms. Antionette D. Sacyang

Ms. Sharon B. Angupa

Ms. Corazon C. Quipot

Mr. Arnel Albis

C. PROGRAM

1. To prepare SDO Memo
2. Program paper/Certificate of Appreciation
3. Oath of Office

Chair: Ms. Susan CJ Dawang

Co-chair: Mr. Wilfred A. Bagsao

Members: Mr. Eric S. Wanson

Ms. Novelyn L. Asiong

Ms. Ellyn M. Begawen

Ms. Aracelli L. Claudio

D. INVITATION

1. To prepare communication/ letter for SDS signature to expected guests:
 - a. Governor's office
 1. Governor
 2. Vice Governor
 3. Chair-Committee on Education
 - b. Congressman's Office -----(2)
 - c. DepEd-CAR -----(15)
 1. Regional Director
 2. Assistant Regional Director
 3. Chiefs
 - d. Schools Division Offices
 1. Abra
 5. Kalinga

2. Apayao
 3. Baguio City
 4. Ifugao
 6. Tabuk City
 7. Mountain Province
- e. PTA Federation President-----1
 - f. Private School Representatives-----1
 - g. La Trinidad mayor & Vice Mayor-----2
2. Send Program paper to nearby offices as identified above

Chair: Mr. Francis F. Peckley
 Co-chair: Mr. Glenn N. Duguis
 Members: Ms. Sonia D. Dupagan Ms. Christine M Damoslog
 Ms. Nerissa I. Barbosa Mr. Virgilio Soriano
 Ms. Lorna C. Chinayog Mr. Reynaldo Mokyat

E. USHERS/USHERETTES

1. To meet with poise & cheerful disposition all visitors from the entrance and lead them to the hall
2. Inform the Food & Snacks Committee if there are late comers to be served and seated

Chair: Mr. Warden A. Baltazar
 Co-chair: Ms. Sylvia J. Rimban, Ed.D.
 Members: Ms. Florinda C. Pagoy Ms. Mahal Rifani
 Mr. Eric S. wanson Ms. Arlene Cayat
 Mr Francis C. Buclay

F. SOUND SYSTEM

1. To prepare complete Sound System (atleast 2 functional microphones)
2. On stand-by during any "SOS" during the program

Chair: Mr. Tito C. Bestre
 Co-chair: Engr. Ferdinand L. Sangcaan
 Members: Melvin L. Alfredo
 Milton A. Gunaden

G. AFTER CAREO

1. To provide garbage bags
2. Account all utensils and used tables and seat covers if applicable
3. Tidy and fix the hall after the activity

Chair: Ms. Loyda B. Coilan
 Co-chair: Mr. Abraham C. Ulep, DMD
 Members: Other Sr. Bookkeepers c/o Accountant
 Dental Aides
 Ms. Rosana E. Wales
 Mr. Roger T. Acosta
 Mr. Ruben O. Dorencio

H. DOCUMENTATION

Melvin L. Alfredo
 Christine M. Damoslog