



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



Unnumbered Memorandum

To : Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary School Teachers
All Others Concerned

From : The Office of the Schools Division Superintendent

Subject : **2018 DIVISION AWARDS AND GALA**

Date : December 6, 2018


1. The Office of the Schools Division Superintendent is very pleased to announce the conduct of the **2018 Division Awards and Gala** on December 19, 2018, 2PM at Zamboanga del Norte Convention and Sports Center, Dipolog City.
2. The 2018 Division Awards and Gala was conceived to give due recognition to the division teaching and non-teaching employees who have exhibited outstanding performance in the discharge of their duty, and education stakeholders who have given outstanding contribution to the public school system of this province.
3. In view of this, the following division personnel are hereby designated as Chair, Co-Chair and Members to the different Technical Working Committees (TWCs) and are expected to perform necessary tasks and functions to ensure the successful conduct of the aforementioned event, to wit:

Committee		
Overall TWC	ASDS Virgilio P. Batan ASDS Filma B. Catalan	Chairperson Co-Chairperson
Finance & Logistics	Arvie M. Ompoy AO V Helen E. Tangon EPS Ervie A. Acaylar Casemera V. Lunjas	Chairperson Co-Chairperson Member Member
Registration	EPS Juliet J. Velasco EPS Anita Subebe	Chairperson Co-Chairperson
Billeting & Food	CES Joy E. Letran-Singson SEPS Robert I. Poculan	Chairperson Co-Chairperson
Program	CES Lilia E. Abello EPS Evelyn C. Labad Maripil T. Gregorio Marvin D. Barrientos	Chairperson Co-Chairperson Member Member
Publication	EPS Fe G. Jebone	Chairperson

Invitation	SEPS Jessie E. Elacan	Chairperson
Plaques & Certificates	EPS Arcelita B. Zamoras	Chairperson
Guest Relation Officers	EPS Grace T. Dela Cruz	Chairperson
Security	EPS Ismael K. Yusoph EPS Mickrel N. Duller	Chairperson Co-Chairperson
Physical Arrangement & Sound System	Engr. Dave A. Patigayon SEPS Jessie E. Elacan	Chairperson Co-Chairperson
Video Preparation & Coverage	ITO Julius O. Belagantol	Chairperson

4. Awardees and guests are expected to come in their *Filipiniana* (women) and *Barong Tagalog* (men). TWCs are advised to wear corporate attire as prescribed below:

Men : Black pants, black blazer and purple long sleeves; and
Women : Black skirt, black blazer and purple blouse.
5. Traveling and other related expenses that will be incurred by the participants away from the provisions provided by the division during the conduct of the event shall be chargeable against Local Funds/School MOOE subject to the usual government accounting and auditing rules and regulations.
6. For inquiries, clarifications and concerns, please feel free to see Assistant Superintendents, Dr. Virgilio P. Batan Jr. and Dr. Filma B. Catalan.
7. For strict compliance.


PEDRO MELCHOR M. NATIVIDAD, CSEE
 Schools Division Superintendent