



Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
**SCHOOLS DIVISION OF MARINDUQUE**

Department of Education  
Division of Marinduque  
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Office of the Schools Division Superintendent

July 5, 2023

**DIVISION MEMORANDUM**

No. 42, s. 2023

**JOINT DIVISION AND REGIONAL MONITORING ON THE CONDUCT  
OF END-OF-SCHOOL-YEAR RITES FOR S.Y. 2022-2023**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD/ OIC of CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To ensure that the conduct of End of School Year Rites for SY 2022-2023 in all public elementary and secondary schools are compliant with the guidelines contained in DepEd Order No. 9, s. 2023, the Schools Division of Marinduque in collaboration with the Regional Office will conduct a Joint Division and Regional Monitoring on the Conduct of End-of-School-Year Rites for SY 2022-2023 on July 10-14, 2023.
2. The activity aims to:
  - a. monitor and evaluate the compliance of schools with the implementing guidelines and standards;
  - b. gather actual and actionable data relative to end-of-school-year rites; and
  - c. provide appropriate technical assistance to school officials.
3. The monitors will be official/s from Regional Office and Monitoring Personnel from the Schools Division Office.
4. Expenses on transportation of Division monitors, and expenses on supplies, foods and accommodation of officials from the Regional Office shall be charged to Division MOOE and other funding sources subject to the usual accounting and auditing rules and regulations.
5. Please refer to Enclosures 1 and 2 for the Working Committees and Proposed schedules and Schools to Monitored, for reference and guidance..
6. Immediate and wide dissemination of the content of this Memorandum is desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

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**JOINT DIVISION AND REGIONAL MONITORING ON THE CONDUCT  
OF END-OF-SCHOOL-YEAR RITES FOR S.Y. 2022-2023**

*July 10-14, 2023*

**EXECUTIVE COMMITTEE**

**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

**FELIX M. FAMARAN**  
Assistant School Division Superintendent

**Members:**

**MA. CECILIA S. MANAY**  
Chief Education Supervisor, SGOD

**MARIAM B. RIVAMONTE**  
OIC of CID

**MAY BERNADETH O. DELA ROSA**  
AO V, Administrative Services

**JOHN DHELTER P. PASTRANA**  
Accountant III

**AYZEL LEA R. PALMERO**  
Attorney III

**ARLENE M. MARASIGAN**  
AO V, Budget Services

**ENGR. DAVID ZOLETA JR.**  
IT Officer

**WORKING COMMITTEES**

<b>Task</b>	<b>Focal Persons</b>	<b>Terms of Reference/ Details</b>
<b>Welcome committee</b>	<b>At Balanacan Port:</b> Engr. Arnold M. Moreno Dr. Nestor T. Rualo	<ul style="list-style-type: none"><li>• Welcome the Regional Official/s at Balanacan Port</li><li>• Assist the Regional Monitors in their travel based on the attached Tentative Itinerary</li></ul>
	<b>At the Hotel:</b> May Bernadeth O. De La Rosa Ruby Tan	<ul style="list-style-type: none"><li>• Welcome the Regional Official/s at the Hotel</li><li>• Assist in checking in at the hotel</li><li>• Address the immediate concerns of the Regional Official/s at the hotel</li></ul>
<b>Supplies/ Food/ Accommodation for RO Officials</b>	Chair: May Bernadeth O. De La Rosa Member: Ruby Tan	<ul style="list-style-type: none"><li>• Ensure that the foods of regional officials are available, delivered and served.</li><li>• Ensure the availability of the accommodation room/s</li></ul>

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<b>Transportation</b>	Chair: May Bernadeth O. De La Rosa Eligio Elizzer Manyangitan Ramil E. Jabat	<ul style="list-style-type: none"> <li>• Manage the use of service vehicles for the monitoring activities</li> </ul>
<b>Monitors</b>	<b>To accompany the RO Official/s:</b> Maridel G. Lincallo Dr. Nestor T. Rualo Assigned Nurse	<ul style="list-style-type: none"> <li>• Assist the Regional Monitors in the monitoring activities</li> <li>• Address immediate concerns of the Regional Monitors</li> </ul>
	<b>Other Monitors:</b> Chief Education Supervisor All Education Program Supervisors All PSDSs Select SGOD Monitoring Personnel	<ul style="list-style-type: none"> <li>• Represent the SDS in the End-of-School Year Rites</li> <li>• Ensure that all schools comply with the guidelines</li> <li>• Gather relevant data</li> </ul>
<b>Documentation</b>	Mayda Lagran Fretzie Alcantara	<ul style="list-style-type: none"> <li>• Take photos</li> <li>• Provide updates in the official social media with basic details only such as what, who, where and when with corresponding photos.</li> </ul>
<b>Medical Staff (to accompany the ARD in the monitoring)</b>	<b>Chair:</b> Dr. Rica Mai Larga <b>Members:</b> Ma. Concordia M. Ebor Kym Luzette S. Maming  Loida M. Ordillano	<ul style="list-style-type: none"> <li>• Ensure that one medical personnel is assigned to accompany the Regional Official daily.</li> </ul>
<b>Performers</b>	Performers/ Singers: <ul style="list-style-type: none"> <li>• Jhunar Arenas</li> <li>• Anne Margarete Perolino</li> <li>• Ma. Theresa Gutierrez</li> </ul> Musicians: <ul style="list-style-type: none"> <li>• James Noriel Reyes</li> <li>• Jerson Manahan</li> </ul> Magpuputong: <ul style="list-style-type: none"> <li>• Mariam Rivamonte</li> <li>• Ma. Shiela Saet</li> <li>• Maridel Lincallo</li> <li>• Dingson De Sena</li> <li>• Nestor Rualo</li> <li>• Cristina Raza</li> </ul>	<ul style="list-style-type: none"> <li>• Perform their piece on their assigned schedule</li> </ul>

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OF END-OF-SCHOOL-YEAR RITES FOR S.Y. 2023-2024**

*July 10-14, 2023*

**PROPOSED SCHEDULE AND SCHOOLS TO BE MONITORED BY RO OFFICIAL/S**

<b>Time</b>	<b>Day 1 July 10</b>	<b>Day 2 July 11</b>	<b>Day 3 July 12</b>	<b>Day 4 July 13</b>	<b>Day 5 July 14</b>
8:00 – 9:00	Kalangkang ES (SCN)	Maybo ES (BS)	Ilaya NHS (BN)	Malibago NHS (T)	BNHS-Sihi Annex (B)
9:00 – 10:00	Kasily NHS (SCN)	Mainit ES (BS)	Buliasnin ES (BN)	Talawan ES (T)	BNHS-Bagacay Annex (B)
10:00 – 11:00	Kasily Elementary School (SCN)	Balagasan ES (BS)	Maligaya ES (BN)	Sinambahan ES (T)	Mogpog NCHS
11:00 – 12:00			Tanza ES (BN)	Poctoy NHS (T)	
12:00 – 1:00	Lunch Time				
1:00 -2:00	Haguimit ES (SCE)	Banuyo ES (Gasán)	Pili Balogo ES (BN)	Poctoy ES (T)	Travel to Balanacan Port/ Send-Off
2:00 -3:00	Masaguisi NHS Grade 10 (SCE)	Masiga ES (Gasán)	Poras ES (BN)	Bonliw ES (T)	
3:00 -4:00	Masaguisi NHS Grade 12 (SCE)	Cabugao ES(Gasán)	Amoingon ES (BS)	Lipa ES (SCS)	
4:00 – 5:00	Don Luis Hidalgo MS (BN)	Bangbang NHS (Gasán)	Marinduque NHS (BN)	Santa Cruz South CS (SCS)	

*Note: The schedule and schools may change depending on the decision of RO Official/s*

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