



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque

**RECORDS SECTION
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Name: 002108

Signature: 

Date: MAR 21 2025

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-031

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Units and Section Heads
All Others Concerned



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

SUBJECT: **CONDUCT OF STAKEHOLDERS RECOGNITION**

DATE: March 19, 2025

1. Consistent with its stakeholder's appreciation initiative, this Office shall conduct a Stakeholders Recognition activity on April 24, 2025 at two o'clock in the afternoon at SDO Marinduque Conference Hall, DepED SDO Compound, Malusak, Boac, Marinduque.
2. This activity aims to:
 - a. provide a venue for recognizing the contribution of the stakeholders on their effort to support the implementation of DepEd - Marinduque's programs, projects, and activities; and
 - b. seal the partnership established as an opportunity for shared goals that potentially foster alignment, accountability and commitment to improve the delivery of quality education.
3. Participants in this activity are the Schools Division Office Key Officials, Public Schools District Supervisors, Education Program Supervisors, Unit Heads, and invited guests. They are requested to be in corporate attire.
4. The Working Committees and Program Matrix are found in Enclosures 1 and 2 respectively.
5. Wide and immediate dissemination of the contents of this Memorandum is desired.

/SGOD-SM&N-MMM



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EXECUTIVE COMMITTEE

LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

MABEL F. MUSA, PhD
Assistant Schools Division Superintendent

MA. CECILIA S. MANAY
Chief Education Supervisor
School Governance & Operations Division

JOHN M. CHAVEZ
Chief Education Supervisor
Curriculum Implementation Division

MAY BERNADETH O. DE LA ROSA
Administrative Officer V

JOHN DHELTER P. PASTRANA
Accountant III

ARLENE M. MARASIGAN
Administrative Officer V

AYZEL LEA R. PALMERO
Attorney III

DAVID M. ZOLETA, JR.
IT Officer I

WORKING COMMITTEES

Committee	Chairperson	Co-Chairperson	Member/s
Planning and Overall Coordination	Melanie M. Mendoza	Mayda N. Lagran	Edgar H. Loto
Registration	Marisol O. Luarca	Fina P. Brual	Melannie M Llasos
Technical	David M. Zoleta, Jr.	Kelvin J. Labaguis	
Creative	Jelly L. Sore	Charmain J. Mogol	
Refreshment	Ruby M. Tan		Guiller Maulion
Venue and Decoration	Engr. Arnold M. Moreno	Edgar H. Loto	Audie Nacawili Irene Malimata Jefrelle De Silva
Ushering	Maita M. Lazares	Bernadith R. Lacerna	Kym Luzette M. Saet Loida M. Ordillano Ma. Concordia M. Ehora
Program and Invitation	Maridell F. Hermosa	Aleli L. Arceo	Glaiza T. Palatino
Monitoring & Evaluation	Fretzie T. Alcantara	Rey R. Raymundo	
Health and Emergency	Dr. Rica Mai O. Larga	Jarrence S. Narito	Ma. Kristin Nicola DM Iglesia Perry N. Jardiniano
Production and Entertainment	Mayda N. Lagran	Dr. Queza Rina Q. Membrebe	

1. Executive Committee – serves as overall decision and policy making body in coordination with the working teams.
2. Planning and Overall Coordination Committee – drafts and submits the activity proposal for approval; does correspondence tasks, finalizes the activity matrix and communicates the same to all the teams; and directs the flow of the activity.
3. Registration Committee – provides registration form and makes sure all participants are registered; keeps the records of attendance of the participant to be submitted to the program owner.
4. Technical Committee – makes sure that all technical needs and assistance are provided for the smooth flow of the event; takes charge of the sound system such as microphones, speakers, provide laptop, projector, wide screen and ensure all the VTRs to be used are in proper order and are functional; works hand in hand with the Creative team for the photo and video documentations; and assists in the preparation of Audio Visual Presentations.
5. Creative Committee – records the proceedings; takes photographs, compiles all the documents relative to the activity; organizes the documentation (recordings and jotting notes) and submits the same to the executive team; captures important proceedings in pictures and in videos.
6. Refreshment Committee – ensures snacks are available and takes charge in its distribution.
7. Venue and Decoration Committee - submits design/layout of the venue for proper action, prepares the place (SDO Marinduque Conference Hall), decorates the stage; and ensures that tables and chairs are sufficient for the guests.
8. Ushering Committee - assists upon entry, the guests to the registration area, hands in the Program Invitation to them; and leads them to their table assignments.
9. Program and Invitation Committee- designs and prints program invitations and certificates; and facilitates distribution of certificates and plaques to the recipients during awarding. Texts/contents of the certificates shall be provided by the program owner.
10. Monitoring and Evaluation Committee - ensures that quality standards and regulations are met by the organizing committee in the conduct of the activity; consolidates feedback/evaluation and submit report of event to the program owner.

PROGRAM MATRIX
STAKEHOLDERS RECOGNITION
 April 24, 2025, 2:00 PM
 SDO Marinduque Conference Hall

Time	Activity	Committee/Personnel In- Charge
1:00 - 2:00	Registration	Registration Committee
2:00 - 2:15	Preliminaries	Technical Committee
	<ul style="list-style-type: none"> • National Anthem • Invocation 	SGOD Chorale
2:16 – 2:25	Opening Number	To be arranged
2:26 – 2:30	Welcome Message	DR. MABEL F. MUSA Asst. Schools Division Superintendent
2:31 – 2:35	Statement of Purpose	MELANIE M. MENDOZA Senior Education Program Specialist Social Mobilization and Networking
2:36 – 2:40	Partnership Engagements through the years	AVR
2:41 – 3:00	Awarding:	Presenters: DR. MARIAM B. RIVAMONTE Education Program Supervisor, LRMSD DR. NESTOR T. RUALO Education Program Supervisor, Araling Panlipunan, EsP To be handed over by: DR. LYNN G. MENDOZA Schools Division Superintendent DR. MABEL F. MUSA Asst. Schools Division Superintendent JOHN M. CHAVEZ Chief Education Supervisor, CID MA. CECILIA S. MANAY Chief Education Supervisor, SGOD
3:01 – 3:06	Intermission Number	To be arranged
3:07 – 3:20	Awarding	Presenters: MARIDEL G. LINCALLO Public Schools District Supervisor FREDDIE M. MALABAYABAS Education Program Supervisor
3:21 – 3:25	Message	DR. LYNN G. MENDOZA OIC, Schools Division Superintendent

3:26 – 3:45	Responses	<p>HON. ADELINE M. ANGELES Vice Governor</p> <p>HON. PRESBITERO J. VELASCO, JR. Governor</p>
3:46 – 3:50	Vote of Thanks	<p>MA. CECILIA S. MANAY Chief Education Supervisor, SGOD</p>
3:51 – 4:00	Community Singing	<p>Masters of Ceremony</p> <p>KYLE DAVID V. ATIENZA Senior Education Program Specialist, HRDS</p> <p>DR. FRETZIE P. ALCANTARA Senior Education Program Specialist, SMMES</p>