



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

January 23, 2023

DIVISION MEMORANDUM

No. 0032, 2023

WORKING COMMITTEES FOR THE CO-HOSTING OF THE 39<sup>TH</sup> NATIONAL  
SEMINAR/WORKSHOP ON THE CONSOLIDATION OF YEAR-END FINANCIAL REPORTS (CY 2022)

TO : Assistant Schools Division Superintendents  
Chiefs of Functional Divisions  
Public Schools District Supervisors  
OSDS Sections/Unit Heads  
Identified Non-Teaching and Teaching Personnel

1. The Schools Division of Bohol was chosen by the Regional Office to co-host the 39<sup>th</sup> National Seminar/Workshop on the Consolidation of Year-End Financial Reports for CY 2022 on January 30 to February 3, 2023, to be held in The Bellevue Resort, Doljo, Panglao, Bohol.
2. The following key personnel are tasked to form the different committees of this important event. This office trusts that these personnel have the right aptitude and attitude to do the job.
3. These personnel are directed to perform the tasks assigned to them in the exigency of service:

**Activity Focal Person** - Mrs. Ma. Victoria M. Jaspe

**Ways and Means Committee**

Chairperson - Atty. Ralf Renz A. Rapirap  
Vice-Chairperson - Mrs. Gabina F. Ladaran  
Members - Mr. Fermin M. Albutra  
Mrs. Liza D. Crescencio

**Program Committee**

Chairperson - Dr. Jeanylette C. Ayson  
Vice-Chairperson - Mrs. Mia Marie J. Biliran  
Members - All Emcees and Performers

**Technical/Support Committees**

**ICT**

Chairperson - Mrs. Ma. Vibeth L. Bulacan  
Vice Chairperson - Engr. Dinah Florence B. Talan  
Members - Mr. Lenjun Vincent M. Boiser  
Mr. Henry Nerizon, Jr.  
Mr. Edgar P. Garcia  
Mr. Neil John Bulacan  
Mr. Mark Angelo Salamanca  
Mr. Glenn Huraño



**Transportation/Protocol Officers**

- Chairperson - Mrs. Josefina Ursos
- Vice Chairperson - Mr. Jerome Capuno
- Members - Ms. Maria Riyah Lagura  
Mrs. Mariel Jo Lomarda  
Mrs. Rhea Araoarao  
Mrs. Grace D. Daquio  
Mrs. Marilyn Jasmin T. Mahinay  
Mr. July Bryan M. Cabangbang  
Mr. Mark Kim Banais  
Mr. Karl Joseph Sarigumba  
Mr. Leo Capuno  
Mr. Jaime Palma

**Masters of Ceremony and Performers**

*Emcees*

- Mr. Ariel C. Rosales (*Ubay NHS*)
- Ms. Ma. Lourdes Estallo (*Ubay NHS/Tubigon West NHS*)
- Mr. John Clemence L. Ando (*Sagbayan District*)

*Singers*

- Ms. Ann Marie N. Bastasa (*Catigbian District*)
- Ms. Ma. Therry Mhel Fraga (*Cangawa NHS*)
- Mr. Christian Estorba (*Inabanga NHS*)
- Ms. Cienny Light Ombrosa (*Inabanga NHS*)
- Mrs. Jennifer Ann Ariate (*Corella District*)

*Coro Handuraw (Loboc District)*

- Ms. Grace Marie Signe
- Ms. Vera Dianne Mendez
- Ms. Vea Navarro
- Ms. Marigold Balili
- Ms. Ivy Kristel Macadaeg
- Ms. Apple Mae Anino
- Ms. Gemma Antonnete Barcenaz
- Ms. Jessa Mae Baguio
- Jeselle Baguio
- Hazel Sarigumba
- Noel Kerr Biliran

*Kuradang de Bohol Dancers (Candijay District)*

- Alberto E. Gunday, Jr. (*La Union NHS*)
- Mary Jane P. Amora (*Cogtong ES*)

*Dance Instructors*

- Jhon Rich I. Compra (*Tapal IS, Ubay I District*)
- Rogelio A. Ibale, Jr. (*Erico B. Aumentado HS, Ubay I District*)
- Janette Lester C. Maslog (*Pres CPG MHS, Talibon I District*)


4. Below is the schedule of activities that needs the presence of the different teams:

Date & Time	Activity	Venue	Task Teams
January 24, 2023 9:00AM	Presentation of title card design, tasking for the ICT team	Office of ASDS Guelosao	ICT Committee, Ways and Means Committee, Focal Person
January 25, 2023 9:00AM	Briefing of masters of ceremony, preparation of script	Office of ASDS Guelosao	Program Committee Chair, Emcees, Ways and Means



			Chair, Committee, Focal Person
January 26, 2023 9:00AM	Presentation of Script to DepEd CO counterpart via google meet	Office of ASDS Guelosao	Program Committee Chair, Emcees, Ways and Means Chair, Committee, Focal Person
January 26, 2023 10:00AM	Coordination meeting with transportation and protocol officers	Office of ASDS Guelosao	Transportation/Protocol Officer, Ways and Means Committee, Focal Person
January 30, 2023 8:00AM	Implement transportation schedules of arriving participants	Bohol-Panglao International Airport	Transportation/Protocol Officers, Ways and Means Committee Chair
1:00PM	Setup equipment, other tasks	The Bellevue Pavilion	ICT Committee, Ways and Means Committee Chair, Focal Person
4:00PM	Rehearsal and blocking of performers with Emcees	The Bellevue Pavilion	Program Committees
6:00PM	Tech Run with Central Office Staff	The Bellevue Pavilion	ICT Committee, Program Committee Chair, Ways and Means Committee Chair, Focal Person
January 31, 2023 8:00AM onwards	*Implement transportation schedules of arriving participants *Assist DepED CO secretariat  *Opening Program	Bohol-Panglao International Airport to venue The Bellevue Pavilion  The Bellevue Pavilion	Transportation/Protocol Officers, Ways and Means Committee Chair Transportation/Protocol Officers All committees
February 1, 2023 & February 2, 2023 8:00AM onwards	Day 2 and Day 3 of the Workshop  *Implement transportation schedules of departing participants	The Bellevue Pavilion	All committees Transportation/Protocol Officers  Transportation/Protocol Officers
February 3, 2023 6:00AM onwards	*Implement transportation schedules of departing participants *Standby committee for last minute instructions and coordination with hotel	The Bellevue Pavilion to Bohol-Panglao Airport	Transportation/Protocol Officers  Ways and Means Committee Chair, Focal Person

- All expenses to be incurred by this activity including accommodation and travelling expenses of committees shall be charged to RO downloaded funds and SDO GASS Funds subject to the usual, budgeting, accounting, and auditing rules and regulations.
- This memorandum serves as your travel order.
- For your guidance and strict compliance.



**BIANITO A. DAGATAN, EdD., CESO V**  
 Schools Division Superintendent

OSDS/FINANCE/BUDGET/mvmj

