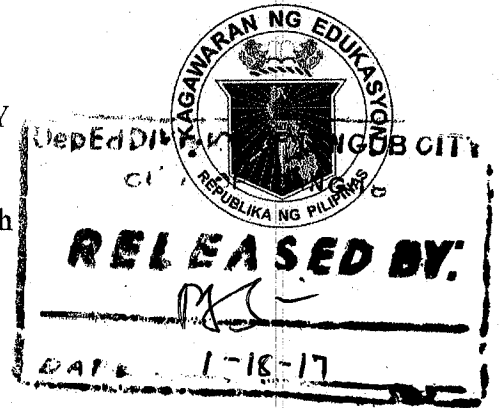


Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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Division Memorandum
No. 10, s. 2017

To: **Curriculum Implementation Division
School Governance and Operations Division
All Elementary and Secondary School Heads
This Division**

From: **VICTORIA V. GAZO, Ph. D., CESO V**
Schools Division Superintendent

Date: **January 17, 2017**

Subject: **LIST OF COMMITTEES FOR THE NMRAA 2017 HOSTING**

1. As part of the intensive preparation for the hosting of the NMRAA 2017, the following enclosed committees are created to organize and assist in the preparation of the upcoming hosting of the NMRAA 2017.
2. All committees are requested to start organizing and preparing for their said assignments and to submit their budget proposals as soon as possible.
3. Enclosed herewith are the list of committees and their functions.
4. For guidance and compliance.

WORKING COMMITTEES FOR THE HOSTING OF NMRAA 2017

1. Opening Program: *Gina L. Mandawe/Lorna C. Penonal*

a. *Synchronized Welcome and Return Party by Hosts & Division Delegates:*

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval (if needed)
- * Monthly Coordination Meeting (if needed)

b. *Grandstand Preparation*

- * Parts of the Program
- * Decoration, Bleacher accommodation
- * Accommodation/seating arrangement of VIPs et al
- * Security
- * Usherettes
- * Flagpoles & Banners/Flaglets/Oval -
- * Streamers/Tarps by division
- * EMCEE
- * Placement/Labeling of Chair for the Guest/VIPs/Visitors/Audience
- * Cleanliness & Beautification
- * Area for Booth Display /Athletes/Coaches (participants)
- * Preparation of Amenities & Paraphernalia
- * Lights and Sound System
- * Keynote Speaker
- * Souvenir Program
- * Identify the Holding Area
- * Medical Team
- * Gathering of LGU Description for Division Info
Ex.: Tanguib City – the Christmas Symbols Capital of the Phil.
- * Field Demo
- * Snacks
- * Torch Bearers/Urn Lighting
- * Pledge of Amateurism
- * Pledge of Officiating Officials
- * Fireworks Display
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Creation of Committees, Planning /Timeline of Activities & Monthly Coordination Meeting
- * Others/coordination with the City Officials
- * Submission of Reports

c. *Preparation/Identification of different Playing Venues:*

c/o Wilfredo B. Canete & Romel Huertas

- * Creation of Committees
- * Planning & Monthly Coordination Meeting

- *Budget Proposal to be submitted to the SDS/LGU for Approval
- *Submission of Report

d. **Program/Invitation: c/o Bride Joy M. Candano and Edith S. Porio**

- * Creation of Committee Members
- * Monthly Coordination Meeting/Planning /Preparation of Timelines of Activities
- * Budget Proposal to be submitted to the SDS/LGU for Approval
- * Reporting

e. **Thanks-giving Mass: Mrs. Margissa T. Amen & Lucena Ferraren**

- * Creation of Committee Members
- * Planning & Monthly/As Needed Coordination Meeting
- * Budget Proposal to be submitted to the SDS/LGU for Approval

f. **Others**

2. **Mayor's Night : c/o Virginia S. Bagaboyboy**

- * Creation of Committees , Planning/Timeline of Activities & Monthly Coordination Meeting
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Program/ EMCEE
- * Security
- * Accommodation /Usherettes
- * Hall Preparation
- * Sound System (Music & Lights)
- * Food Preparation
- * Coordination with the LGU
- * Others

3. **Search for MS. NMRAA 2017: c/o Myrna T. Regidor & Dorothy Neri**

- * Creation of Committee Members
- * Planning/Timeline of Activities/Monthly Coordination Meeting
- * Submission of Budget Proposal to SDS/LGU for Approval
- * Program Management
- * EMCEE
- * Judges
- * Promptness of Time
- * Venue/Hall Preparation
- * Committee In-charge
- * Usherettes
- * Lights & Sounds
- * Decors
- * Awards
- * Time Allotment of the different presentations
- * Security
- * Guidelines of the search
- * Others

4. **Closing Program/Awarding Ceremonies by Event: c/o Carmelita A. Jubay**

- * Creation of Committee Members/Monthly Coordination Meeting

- * Planning/Timeline of Activities
- * Submission of Budget Proposal to SDS/LGU for Approval
- * Awards/Medals/Trophies/Riser/Usherettes/ROTC marshals
- * Program
- * Submission of Report
- * Coordination with the LGU

5. **Solidarity Meeting (Regional Sports Coordinator) for coaches, trainers, officiating officials, SGOD, Div. Sports Coordinator/Officials:
c/o Roger Duhaylungsod**

- * Creation of Committee Members/Management Committee
- * Planning/Timeline of Activities/Monthly Coordination Meeting
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Venue
- * Orientation (venue of the different games, rules/guidelines,
- * Focal persons in charge in case of verification/clarification/emergency assistance
- * Other activities

6. **Billeting Schools for the 14 Divisions/Accommodation For Regional & Nat'l. Officials/Regional Officiating Officials: c/o Mario Esteban C. Arcenal**

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Submission of Budget Proposal to SDS/LGU for Approval
- * Monthly Coordination Meeting
- * Submission of Report

7. **Linkages with LGU/NGOs/Private Institutions: Romel E. Huertas /Porferio A. Mosquera**

- * Creation of Committee Members
- * Planning & Timeline of Activities
- * Monthly Coordination Meeting
- * Preparation of Budget
- * Transportation

8. **Souvenir Program Preparation: Myrna T. Barbon & Alden M. Antonio**

- * Creation of Committee Members (Liegh Enayo & company)
- * Planning/Timeline of Activities
- * Submission of Budget Proposal to SDS/LGU for Approval
- * Monthly Coordination Meeting
- * Submission of Report

9. **Solicitation/Tokens: Margissa T. Amen**

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval
 - a. Kinds, Number, Persons to be given
- * Monthly Coordination Meeting
- * Submission of Report

10. Traffic Rerouting : Romel E. Huertas

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval (if needed)
- * Monthly Coordination Meeting (if necessary)
- * Submission of Report/Reporting

11. Entrance & Exit at the different Playing Venues: Joselito B. Rosalijos

- * Creation of Committees
- * Planning/Timeline of Activities
- * Monthly Coordination Meeting
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Submission of Report

12. Management of Parade : Romel E. Huertas

- * Creation of Committees
- * Planning/Timeline of Activities
- * Monthly Coordination Meeting(if needed)
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Submission of Report

13. Lay-outing of IDs (Delegation Heads,Coaches/Athletes all): Alden M. Antonio

- * Creation of Committee
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Monthly Coordination Meeting & Reporting

14. Beds &Beddings (Foams/blankets/pillows/pillow cases/bed sheets),Cartoons/Plywood: c/o Gloria L. Capuyan/Wilfredo B. Canete

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Monthly Coordination Meeting
- * Budget Proposal to be submitted to SDS/LGU for Approval

15. Daily News Letter: Danilo U Omega/ Relita Decina

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Monthly Coordination Meeting & Reporting
- * Coordination with LGU
- * Transportation c/o Mr. Porferio Mosquera

16. Tree Planting: Danilo S. Yolim

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Venue
- * Opening Program
- * Transportation

- * Coordination with LGU

17. Signages: Ronie Senarillos

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Monthly Coordination Meeting & Reporting
- * Signages/placards in all activities
- * Transportation c/o Mr. Porferio Mosquera
- * Coordination with LGU

18. Emergency Hotlines: Rene Boy G. Roxas

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Monthly Coordination Meeting (if necessary) & Reporting
- * Coordination with LGU

19. Usherettes: c/o Jomah Lee U. Jakosalem/Roger F. Duhaylungsod

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Coordination with different Committee Chairs on Schedule of Programs/Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Transportation c/o Mr. Porferio Mosquera
- * Monthly Coordination Meeting & Reporting

20. Lei: c/o Marilou S. Galvez

- * Creation of Committee Members
- * Planning/Timeline of Activities & Monthly Coordination Meeting
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Reporting
- * Coordination with different Committee Chairs on Schedule of Programs/Activities

21. Food and Snacks: Gloria L. Capuyan

- * Creation of committee members
- * Planning/Timeline of Activities & Monthly Coordination Meeting
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Coordination With the different Committee Chair on Schedule of Programs/Activities
- * Reporting/Feedbacking

22. Bazaar: Porferio A. Mosquera/ School's Senior High School Coordinators

- * Creation of Committee Members
- * Planning/Timeline of Activities & Monthly Coordination Meeting
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Design of Booth/Program of Works
- * Location/Area/Venue

- * Coordination with LGU/City Engineering's Office

23. Budget: c/o City Budget Officer with Marites C. Suminguit

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Coordination Meeting with the different Chairmen in line with their Proposed Budget
- * Submission of General Budget Proposal to SDS/LGU for approval
- * Monthly Coordination Meeting & Reporting/Feedbacking

24. Uniform of Tangub City Delegation: c/o Ronie Senarillos

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for approval
- * T-shirt/Jacket/jogging/short pants design
- * Monthly Coordination Meeting & Reporting/Feedbacking

25. Certificates: c/o Alden M. Antonio

- * Creation of Committee Members
- * Budget Proposal to be submitted to SDS for approval
- * Coordination with different committee chairmen for needed certificates
- * Reporting/Feedbacking

26. Event Coordinators: c/o Roger Duhaylungsod & Beverlie F. Raagas

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for approval
- * Playground Demonstration/Dance Showdown & Festival Dance Competition
- * Coordinate with the Region/City Tourism Officer
- * Monthly coordination meeting/reporting & feed backing
- * Other important activities

27. Medical Team : c/o Winnie T. Mendoza, City Health Officer & Red Cross Officer

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Monthly Committee Meeting, reporting & feed backing
- * Plotting of designated areas within different paying venues
- * Coordinate with the different chairmen for schedule of activities

28. Communication/Help Desk: Marilou S. Galvez & Herlyn Q. Senarillos

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for Approval
- * Monthly Coordination Meeting/Reporting & Feed backing
- * Coordinate with LGU

29. Peace & Order: c/o Rene Boy G. Roxas, BSP/GSP, PNP, LGU Peace & Order Coordinator

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for approval
- * Monthly Coordination Meeting/Reporting/Feed backing
- * Coordination with LGU
- * Others

30. *Transportation - Segundo Datoy, Eleazar Penonal*

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for approval
- * Coordinate with LGU/Region/Division
- * Monthly Coordination Meeting, Reporting & Feedbacking

31. *Health & Sanitation – c/o Danilo S. Yolim & Eflada D. Enerio*

- * Creation of Committee Members
- * Planning/Timeline of Activities
- * Budget Proposal to be submitted to SDS/LGU for approval
- * Coordinate with City Health Officer & City Engineering's Office
- * Monthly Coordination Meeting, Reporting & Feed backing

32. *Documentation/Photographer : Krizza Loraine Duhaylungsod/Reabelle Anne I. Huertas*

33. *Saludo Trainor: Stewart Hamac/Oscar Burlat Jr.*

- * Prayer, Pambansang Awit, Tangub Hymn & Region X March