



Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



July 15, 2024

DIVISION MEMORANDUM

No. 295, s. 2024

2024 NLC DIVISION APPRECIATION DAY

To: Assistant Schools Division Superintendent (ASDS)  
Chief Education Program Supervisors (CID & SGOD)  
Education Program Supervisors  
Public Schools District In-Charge (PSDICs)  
All Others Concerned  
*This Division*

1. Regarding Memorandum OUCT-2024-097 and DepEd Order No. 14, s. 2023 re Policy Guidelines on the Implementation of the National Learning Camp (NLC), this Office shall conduct the NLC Division Appreciation Day at the Division Office Conference Hall at 8:00 a.m. to 5:00 p.m. on July 19, 2024.
2. The activity is designed to recognize the contribution of schools in the implementation of the program, and to provide an opportunity to showcase the best practices conducted by the Division.
3. Highlights of the day are the display of the school learning resources, videos, realia, and other innovations and initiatives developed by the Learning Camp Volunteers (LCVs) and the stakeholders if any, and the school in general, but not limited to the learners' output and products during the 15-day duration. The NLC Regional Monitor Dr. Bienvinido "Benz" U. Tagolimot, Jr. is also expected to be around.
4. The DICs are advised to meet the school heads for this purpose. They are also encouraged to take the lead in strategizing the action steps for the readiness of the assigned area.
5. All expenses incurred for the conduct of this activity shall be charged against local funds, subject to the usual accounting and auditing rules and procedures.
6. Attached is the list of committees to facilitate the conduct of this division initiative.
7. This Office directs the immediate and wide dissemination of this Memorandum.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:



Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988

**2024 NLC Division Appreciation Day**

July 19, 2024

STEERING COMMITTEE -

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESò VI**

Schools Division Superintendent

**ERLINDA G. DAEL, PhD, CESE**

Asst. Schools Division Superintendent

**LORNA C. PENONAL**

SGOD chief

**ANGELINA B. BUARON**

CID chief

|   | <b>COMMITTEE</b>                      | <b>RESPONSIBLE PERSONS</b>                                       | <b>JOB DESCRIPTIONS</b>   |
|---|---------------------------------------|--|---|
| 1 | Registration                          | Puriza L. Legaspi<br>Marilou S. Galvez                           | <ul style="list-style-type: none"> <li>• Prepare the Registration Templates in 3 folders</li> <li>• Register all participants segregating male and female; following the DepEd Template</li> <li>• Request for a strategic place at the venue to perform the task. Coordinate with the Management</li> </ul>  |
| 2 | Stage Decoration                      | Nilo F. Lumayot<br>Jomah Lee U.<br>Jakosalem<br>Binepie M. Tapao | <ul style="list-style-type: none"> <li>• Recycle any available decorations</li> <li>• Coordinate with the ICT Alden Antonio for the video as backdrop</li> </ul>  |
| 3 | Invitation, Communication and Program | Clariza P. Catedral<br>German C. Suminguit<br>Sherly C. Alivio   | <ul style="list-style-type: none"> <li>• Prepare the parts of the program</li> <li>• Print the program ready for distribution.</li> <li>• Send an advance letter of invitation to guests, if not, an e-copy program.</li> <li>• Assign the Master of Ceremonies</li> <li>• Ensure that all guests and Top Officials of the division were provided with a copy at least 3 days before the activity.</li> </ul>   |
| 4 | Transportation                        | EPS Wilfredo B. Canete   | <ul style="list-style-type: none"> <li>• Arrange a ready-service vehicle</li> </ul>   |
| 5 | Protocol Officer                      | Roger F. Duhaylungsod<br>Redeemer Denapo                         | <ul style="list-style-type: none"> <li>• Connect with Doc Benz Tagolimot for itinerary</li> <li>• Arrange with the management regarding guest accommodation</li> </ul>  |
| 6 | Tokens, Meals and Snacks for guests   | Roger A. Baril<br>Marylyn C. Banawan                             | <ul style="list-style-type: none"> <li>• Coordinate with the management on the number of guests</li> <li>• Prepare leis</li> <li>• Seek approval from the SDS on the giving of tokens for the guests, and get these ready.</li> <li>• Meet the guests at the ground floor of the venue as much as possible</li> <li>• Reproduce programs to be distributed to guests and visitors as they arrive</li> <li>• Take care of the snacks, water, etc for the guests</li> </ul> |
| 7 | Documentation                         | Relita P. Decina<br>Leigh S. Enayo<br>Stephen T. Amen            | <ul style="list-style-type: none"> <li>• Document all activities, take photos</li> <li>• Keep complete records</li> <li>• Prepare pictorial accomplishment report and budget utilization</li> <li>• Come up with a video footages in moviemaker for posting</li> </ul>  |
| 8 | Physical Facilities/Arrangeme         | Romel E. Huertas<br>Julius Estrella                              | <ul style="list-style-type: none"> <li>• Take charge of the arrangement of chairs/tables inside the hall</li> </ul>   |

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|    | nt and Disaster/After Care   |   | <ul style="list-style-type: none"> <li>• Take charge of keeping the equipment and or other things left in the venue.</li> <li>• Ensure that the venue is left clean and tidy.</li> </ul> |
| 9  | Ribbon Cutting<br>Certificates<br>(Recognition, Participation, Appearance)<br>Certificate of Appreciation for guests | Gina L. Mandawe<br>Cherymie E. Kinatac-an | <ul style="list-style-type: none"> <li>• Coordinate with the chief for the ribbon cutting</li> <li>• Ensure that all certificates are ready, signed, and complete</li> </ul>             |
| 10 | Health and Safety  | Winnie Mendoza<br>Cecille Gulbe           | Oversee the health concerns of the participants  |
| 11 | ICT Team (lights, sounds, graphics)  | Alden Antonio<br>Jolito Vince             | Coordinate with the NLC Focal Person for the video to prepare.   |
| 12 | M & E  | Redeemer Denapo<br>Bride Joy Candano      | Make QAME available to evaluate the activity.  |

Note:

Any proposed actions have to be coordinated with the management.