MEMORANDUM

TO: OIC-Assistant Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
OIC-Chief, School Governance and Operations Division
Selected Public School District Supervisors
Education Program Supervisor-SGOD
Senior Education Program Specialist-P & R
Senior Education Program Specialist-M & E
Education Program Specialist II-M & E
Accountant III
Administrative Officer V (Budget Officer)
Admin Assistant III (Accounting)
Selected Elementary & Secondary School Heads/TIC/OIC
All Others Concerned

FROM: DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT: 2ND DIVISION SSPP FESTIVAL & AWARDS

DATE: July 16, 2018

1. In consonance with DepEd Order no. 83, s. 2012, Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment Process & Tool and DepEd Order no. 44 s. 2016, Guidelines on the School to School Partnership Program for Fiscal Year 2016, this office announces the conduct of the 2nd Division School to School Partnership (SSP) Program Festival & Awarding Ceremony on July 31, 2018 from 8:00 AM to 1:00 PM at Rechab Academy Inc., San Luis, Antipolo City.

2. The activity aims to:
   a. Showcase the best practices of the SSPP recipient schools; and
   b. Recognize the outstanding accomplishments of the SSPP Implementers.

3. Participants to this activity are the OIC-Assistant Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division, OIC Chief-School Governance and Operations Division, selected Public School District Supervisors, Education Program Supervisor-SGOD, Senior Education Program Specialist-M & E, Senior Education Program Specialist-P & R, Education Program Specialist II-M & E, Accountant III, Administrative Officer V (Budget Officer III), Admin Assistant III (Accounting), selected Elementary & Secondary School Heads/TIC/OIC and three (3) SSPP Team members.
CITY SCHOOLS DIVISION OF ANTIPOLO

4. Expenses relative to this activity shall be charged against the Division MOOE Fund/Canteen Fund subject to the usual accounting and auditing rules and procedures.

5. School Heads/SSPP Team Leaders are required to:
   a) Display all SSPP outputs in the exhibit area, and
   b) Prepare a 7 minute Audio-Video Presentation about your SSPP accomplishment.

6. Attached herewith are the following enclosures for your reference;

   Enclosure 1 – List of Participants & Schedule of Activities
   Enclosure 2 – Working Committees
   Enclosure 3 - Program

7. Immediate dissemination of this Memorandum is earnestly desired.

UM- 312.5, 2018
Enclosure 1 to Division Memorandum No. 312 s. 2018

PARTICIPANTS

<table>
<thead>
<tr>
<th>Position</th>
<th>No.</th>
</tr>
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<tbody>
<tr>
<td>SDS</td>
<td>1</td>
</tr>
<tr>
<td>OIC-ASDS</td>
<td>1</td>
</tr>
<tr>
<td>Chiefs (CID/SGOD)</td>
<td>2</td>
</tr>
<tr>
<td>EPS</td>
<td>1</td>
</tr>
<tr>
<td>PSDS's</td>
<td>6</td>
</tr>
<tr>
<td>SEPS, M&amp;E</td>
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</tr>
<tr>
<td>EPS II, M &amp; E</td>
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<tr>
<td>SEPS, P&amp;R</td>
<td>1</td>
</tr>
<tr>
<td>Accountant III</td>
<td>1</td>
</tr>
<tr>
<td>Admin Officer V (Budget Officer)</td>
<td>1</td>
</tr>
<tr>
<td>Admin Assistant III (Accounting)</td>
<td>1</td>
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<tr>
<td>Elementary Principals</td>
<td>19</td>
</tr>
<tr>
<td>Secondary Principals</td>
<td>10</td>
</tr>
<tr>
<td>Teachers (SSPP Team)</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>106</strong></td>
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SCHEDULE OF ACTIVITIES

2nd DIVISION SSPP FESTIVAL & AWARDS

July 31, 2018, 8:00 AM - 1:00 PM

<table>
<thead>
<tr>
<th>Time</th>
<th>AM</th>
<th>Time</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 8:00</td>
<td>Registration</td>
<td>11:01 - 12:00</td>
<td>Part III. Awarding/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Closing Program</td>
</tr>
<tr>
<td>8:01 - 8:45</td>
<td>Part I. Opening Program</td>
<td>12:01 - 1:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>8:46 - 9:15</td>
<td>AM Snack/ Gallery Walk (Exhibit)</td>
<td></td>
<td>Home Sweet Home</td>
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<tr>
<td>9:16 - 11:00</td>
<td>Part II. Presentation of SSPP Accomplishment</td>
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</tbody>
</table>
Enclosure 2 to Division Memorandum 31Q s. 2018

EXECUTIVE COMMITTEE

Chairperson : Dr. Rommel C. Bautista, CESO V
Schools Division Superintendent

Co-Chairperson : Dr. Gloria C. Roque
OIC-Asst. Schools Division Superintendent

Members : Lito A. Palomar, OIC-Chief (CID)
Anselmo C. Celeste, Jr., OIC-Chief (SGOD)
Dr. Jonathan P. Domingo, EPS-SGOD

TECHNICAL WORKING COMMITTEE

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>IN-CHARGE</th>
<th>TERMS OF REFERENCES</th>
</tr>
</thead>
</table>
| Registration                  | Peace Village ES & Bagong Nayon 4 ES           | • In-charge of attendance
• Ensures that participants are registered
• Prepares accomplished registration/attendance sheets and submits to the Committee on Documentation
• Prepares/submits the meal attendance sheet |
| Program/Invitation            | Knights of Columbus ES & Nazarene Ville ES     | • Prepares/distributes program
• Confirms attendance            |
| Awards/Certificates           | San Juan NHS & Calawis NHS                     | • Prepares/distributes certificates & plaque                                         |
| (Participation, Recognition/Plaque) |                                             |                                                                                     |
| Documentation                 | San Antonio Village ES & San Luis ES           | • Documents event of the session and submits narrative and pictorial report in hard and soft copies |
| Technical                     | Isaias Tapales ES & Sta. Cruz ES Binayoyo ES & Sapinti ES | • In-charge of video/ppt. presentations
• Checks the sound system, laptop and ICT equipment to be used |
| Physical Arrangement, Accommodation | Old Boso Boso NHS, Rizza NHS, Cabading ES & Old Boso Boso ES | • Prepares backdrop, tarpaulin, flag, flag stand and other decoration to be used during the opening and closing program |
| Exhibit                       | Inuman ES & Calawis ES Canumay NHS & Kaysakat NHS | • Prepares/organizes the exhibit area                                               |
Enclosure 3 to Division Memorandum 3/2 s. 2018

PROGRAMME

PART I. Opening Program

8:00 – 8:05 National Anthem
8:06 – 8:10 Prayer
8:11 – 8:20 Welcome Remarks
8:21 – 8:30 Presentation of Participants
8:31 – 8:40 Message
8:41 – 8:45 Statement of Purpose

PART II. Presentation of SSPP Accomplishment (8:46 – 11:00 AM)
1) Binayoyo ES & Sapinit ES
2) Cabading ES & Old Boso Boso ES
3) Inuman ES & Calawis ES
4) Knights of Columbus ES & Nazarene Ville ES
5) Peace Village ES & Bagong Nayon IV ES
6) San Luis ES & San Antonio Village ES
7) Sta. Cruz ES & Isaias Tapales ES
8) Keysakat NHS & Canumay NHS
9) Old Boso Boso NHS & Rizza NHS
10) San Juan NHS & Calawis NHS

PART III. Awarding/Closing Ceremony (11:01 – 12:00 PM)

Awarding of Certificate of Recognition to Leader & Partner Schools

Dr. Rommel C. Bautista
Dr. Gloria C. Roque
Lito A. Palomar, OIC-Chief, CID
Anselmo C. Celeste Jr.
Dr. Jonathan P. Domingo

Awarding of Finalists, Best SSPP Implementer

Anselmo C. Celeste Jr.
OIC-Chief, SGOD

Closing Remarks

Marieneth Alejandro
Lady of Ceremony