



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

Division Stakeholder's Convergence 2019

March 15, 2019

Hinulugang Taktak Ground, Brgy. Dela Paz, Antipolo City

1:00PM – 5:00PM

Theme: “Strengthening Partnerships for Efficient Quality Services”

Executive Committee

DR. ROMMEL C. BAUTISTA, CESO V	- Schools Division Superintendent
DR. GLORIA C. ROQUE	- OIC-Asst. Schools Division Superintendent
MR. LITO A. PALOMAR	- OIC-Chief CID
DR. JONATHAN P. DOMINGO	- Chief SGOD
MR. ALBENO L. DEL MONTE JR	- SEPS – Social Mobilization and Networking
MR. RIZALVY S. PINEDA	- EPS II – Social Mobilization and Networking

Technical Working Committees

Committee	Designation	Name	Main Task
1. Program and Invitation	Chairperson	Maan A. Barreto	<ul style="list-style-type: none"> Coordinates with SMNLS for the final list of stakeholders for printing of program and invitation Designs, lay-out and prints the program for VIPs, DO and school stakeholders Ensures and support the liaison officer in the distribution of programs and invitation to VIPs and Division Stakeholders.
	Co-Chairperson	Dr. Rowena B. Sison	
	Members	Cemilyn Marquez Hilda Garibay Roselyn Saquillo	
2. Food and Refreshments	Chairperson	Arlene L. Tayona	<ul style="list-style-type: none"> Coordinates with the program head regarding the details of the activity including number and list of participants and guests, caterer and schedule of food distribution Informs caterer of the meal choice as well as the schedule of food distribution Manages the distribution of food to all attendees
	Asst. Chairperson	Dr. Ma. Celina F. Cezar	
	Members	Imelda Jarapa Nadia Suarez Marilyn Taladro	



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44 100 19 93 0005

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			<ul style="list-style-type: none"> • Ensures orderliness on the manner of food distribution
3. Stage Decoration	Chairperson	Dr. Arnel T. Buena	<ul style="list-style-type: none"> • Identifies requirements and preference of the activity implementer • Conducts Ocular inspection to the site • Lay-out plan for the stage décor and back draft • Prepares budget estimate • Seeks approval of the project implementer • Organizes personnel prior set-up • Conceptualizes Stage set-up and decoration • Dismantles and keep stage decoration.
	Asst. Chairperson	Nixon Maximo	
	Members	Emmanuel Lamson Albert Manuguid Jonathan Guinto Argen Macabutas Manuel Septimo	
4. Ushers and Usherettes	Chairperson	Dr. Myr San Jose	<ul style="list-style-type: none"> • Greets guest upon arrival • Guides guests to their respective seats and table • Identifies 10 major stakeholders of the division • Ensures and coordinate the names of the guests to the emcees for acknowledgement • Coordinates with physical arrangement for the table assignments
	Asst.- Chairperson	Phanny Ramos	
	Members	Eric Calbang Arline Duline FPTA Officers	
5. Documentation	Chairperson	Dr. Gayle Malibiran	<ul style="list-style-type: none"> • Coordinates with the registration Comm. • Documents all the activities stated in the program through pictures and narrative reports stakeholders, speakers, and guests during the program. • Submits the narrative report with photos in the division office
	Asst. Chairperson	Dr. Ferdinand Millan	



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	Members	Jakie Lou M. Bonagua Baden Alner F. Domasig	<ul style="list-style-type: none"> Lists names of stakeholders, speakers, and guests during the program. Submits the narrative report with photos in the division office.
6. Technical	Chairperson	Noel C. Merino	<ul style="list-style-type: none"> Prepares and assists in setting up power point, projector and sound system as well as video presentation. Ensures that projector, screen and sound system is available and properly working in the area. Coordinates with ITO. Prepares video presentation for DO stakeholders. Compiles and arrange video presentation of different stakeholders per school. Prepares presentation for the SODA of SDS.
	Asst.- Chairperson	Ma. Florabel Tolentino	
	Members	Richard L. Batalon Felix Jesus S.A. Ballesteros	
7. Registration	Chairperson	Louie Baculo	<ul style="list-style-type: none"> Prepares attendance record for participants Assists guest to their designated places Keeps all record of attendees Ensures strategic place for registration
	Asst.- Chairperson	Henry Lico	
	Members	Ma. Luisa C. Magcaling Roselyn A. Sequillo Zenaida A Ignacio Ivy Ellen A. Arellano	
	Chairperson	Dr. Rico Desiree M. Reyes	<ul style="list-style-type: none"> Ensures the safety and general welfare of the participants
	Asst.- Chairperson	Dr. John Formoso	





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8. Medical	Members	Elaine Adolfo Salvador Waniwan Jr Jed David Dela Cruz	<ul style="list-style-type: none"> • Attends to any health issues of the participants • Prepares strategic area for medical station • Informs the City Health Office about the activity.
9. Monitoring and Evaluation	Chairperson	Dr. Isabel Gonzales	<ul style="list-style-type: none"> • Prepares M and E tool • Monitors the conduct of the activity/program • Implements M & E activities and prepares report • Presents the evaluation during the post program evaluation.
	Asst.- Chairperson	Flordeliza Mendiola	
	Members	Marie Rose Danos Samaritana B. Magtaos	
10. Certificates and awards	Chairperson	Myra B. Villareal	<ul style="list-style-type: none"> • Coordinates with SMNLS concerning the final list of stakeholders, Executive Committee (EC) and TWG for their recognition and certification. • Designs and prints recognitions and certifications for stakeholders, EC and TWG and place them inside their respective frames and holders. • Organizes the table for the recognitions and certifications. • Facilitates the distribution of the recognitions and certifications.
	Asst.- Chairperson	Nowena G. Torreja	
	Members	Raymond P. Villaraza	



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Program Matrix

Part	Activities	Time
I	Registration	1:00PM – 1:30PM
II	Preliminary Activities	1:30PM – 2:00PM
III – a	State of the Division Address	2:00PM – 3:00PM
- b	Stakeholders Appreciation	3:00PM – 3:30PM
IV – a	Adopt – A- School Program Presentation	3:30PM – 4:00PM
- b	Commitment Statement	4:00PM – 4:30PM
- c	Closing Remarks	4:30PM – 5:00PM

Program Flow

Part I – Registration Registration Committee

Part II Program Proper

National Anthem MR. HENRY LICO
Principal II, San Roque National High School

Prayer DR. ISABEL M. GONZALES
SEPS - Monitoring and Evaluation

Rizal Mabuhay MR. HENRY LICO,
Antipolo Hymn Principal II, San Roque National High School

Welcome Remarks DR. GLORIA C. ROQUE
OIC- Assistant Schools Division Superintendent

Purpose of the Program DR. ARNEL T. BUENA
Education Program Supervisor, SGOD

Message

GOVERNOR REBECCA “NINI” A. YNARES
Governor, Province of Rizal

CONG. MARIA CRISTINA “CHIQUI: ROA-PUNO
Representative, First District Antipolo City

CONG. ROMEO M. ACOP
Representative, Second District Antipolo City

HON. CASIMIRO A. YNARES III, M.D



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CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

City Mayor

HON. JOSEFINA G. GATLABAYAN

Vice Mayor

Intermission Number Dela Paz National High School

Part III -

State of the Division Address (SODA) - -DR. ROMMEL C. BAUTISTA, CESO V,

Schools Division Superintendent

Stakeholders Appreciation

Part IV - Commitment/Recommitment

Intermission Number Dela Paz National High School

Adopt-A-School PresentationMR. ALBENO L. DEL MONTE JR.

SEPS – Soc. Mob. Net. and Link.

Section

Commitment /Recommitment MR. RIZALVY S. PINEDA

EPS – II – Soc. Mob. Net and Link.

Section

Intermission Number/s.

Presentation of Commitment. MR. ALBENO L. DEL MONTE JR.

SEPS – Soc. Mob. Net. and Link.

Section

Closing Remarks DR. JONATHAN P. DOMINGO
Chief, SGOD

MR. SAMSON EDILLO
Master of the Ceremony



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Department of Education
Region IV-A CALABARZON



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

Date:

Name of Stakeholder
Designation
Organization

Sir/Madam:

Pursuant to RA 8525, also known as Adopt-A-School Program Act of 1998, which aims to establish partnership with private entities to improve the quality of basic education, we will conduct the Division Stakeholders Convergence on **March 15, 2019 at Hinulugang Taktak Ground, Taktak road, Brgy. Dela Paz, Antipolo City**. The activity will start at 1:00PM in the afternoon.

The activity aims to:

1. conduct the Division Internal and External Partnership Services Unit Appreciation Activity;
2. engage the participation of different internal and external stakeholders from government institution to the non-government Division Partners;
3. understand the importance of the Adopt – A – School Program, Brigada Eskwela Program and other Partnership related activities; and
4. provide venue to discuss partnership building and management and project implementation with internal and external Stakeholders / Partners.

In line with this, we would like to invite you to grace the occasion. We believe that your presence and contribution will have a great impact in providing quality basic education in the City Schools Division Office of Antipolo particularly in our school ____Name of School_____.

Please confirm your attendance by sending the attached confirmation slip to the office of our School Head ____(name of the school head)_____. For any inquiries, please contact ____(name of the school ASP – Coordinator)_____, at contact no. ____land line / CP number_____.

May this merit your kind attention and generosity that will spur the commencement of a fruitful partnership and synergy for providing quality education for our youth.

Sincerely yours,

Name of the School Head
Designation



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ATTENDANCE CONFIRMATION SLIP

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Hinulugang Taktak Ground, Brgy. Dela Paz, Antipolo City
1:00PM – 5:00PM

Theme: **“Strengthening Partnerships for Efficient Quality Services”**

Stakeholder: _____

- I will attend the “Division Stakeholders Convergence”.
- I will not attend but I will send a representative.

Name of Representative:

Position / Designation:

Name and Signature of the Head of Office

Date



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