



Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



August 15, 2024

**DIVISION MEMORANDUM**

No. 337 s, 2024

**ORGANIZATIONAL FRAMEWORK OF RECOGNIZING ACES AND CHAMPIONS OF EXCELLENCE AND FEATURED TEACHERS AWARDING CEREMONY CUM 2024 WORLD TEACHERS DAY CELEBRATION**

**To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CID)  
Chief Education Supervisor (SGOD)  
Education Program Supervisor  
Public Schools District Supervisors  
Selected Elementary and Secondary School Principals  
Teaching and Non-Teaching Related Personnel  
All Others Concerned  
This Division**

1. In reference to the Policy Guidelines on Recognizing Aces and Champions of Excellence (RACE) of the Department of Education, Schools Division of Dipolog City, which aims to foster a culture of excellence by encouraging, recognizing, and rewarding employees for their contributions.
2. Moreover, pursuant to Presidential Proclamation No. 242, entitled “Declaring the Period from September 5 to October 5 of Every Year as National Teachers’ Month,” as well as Republic Act No. 10743, entitled “Declaring the 5th day of October Every Year as National Teachers Day,” and the designation of World Teachers’ Day on the 5th day of October by the United Nations Educational Scientific and Cultural Organization (UNESCO).
3. In this regard, this division has developed the Organizational Framework for Recognizing Aces and Champions of Excellence (RACE) and the Featured Teachers Awarding Ceremony, along with the 2024 World Teachers’ Day Celebration, to ensure the smooth execution of the event. Please refer to Enclosure 1 for the Organizational Structure of the TWG Committees, their Roles and Responsibilities, and the Timetable.
4. Participants of this event shall be granted service credits for teaching personnel or compensatory overtime credits (COC) for non-teaching personnel for days that fall on weekends under DepEd Order No. 53 s. 2023, titled “Updated Guidelines on Granting Vacation Service Credits to Teachers.”



Address: Purok Farmers, Olingan, Dipolog City  
Email: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
Website: [www.depeddipolog.net](http://www.depeddipolog.net)  
Facebook: DepEd Tayo – Division of Dipolog City



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5. For inquiries, please contact the event coordinators:

Adrian G. Refugio  
Public Schools District Supervisor  
09631351305  
adrian.refugio002@deped.gov.ph

Edgardo S. Cabalida  
Education Program Supervisor, Mathematics  
09171222743  
edgardo.cabalida@deped.gov.ph

6. Immediate and widest dissemination of the Memorandum is highly desired.

  
**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

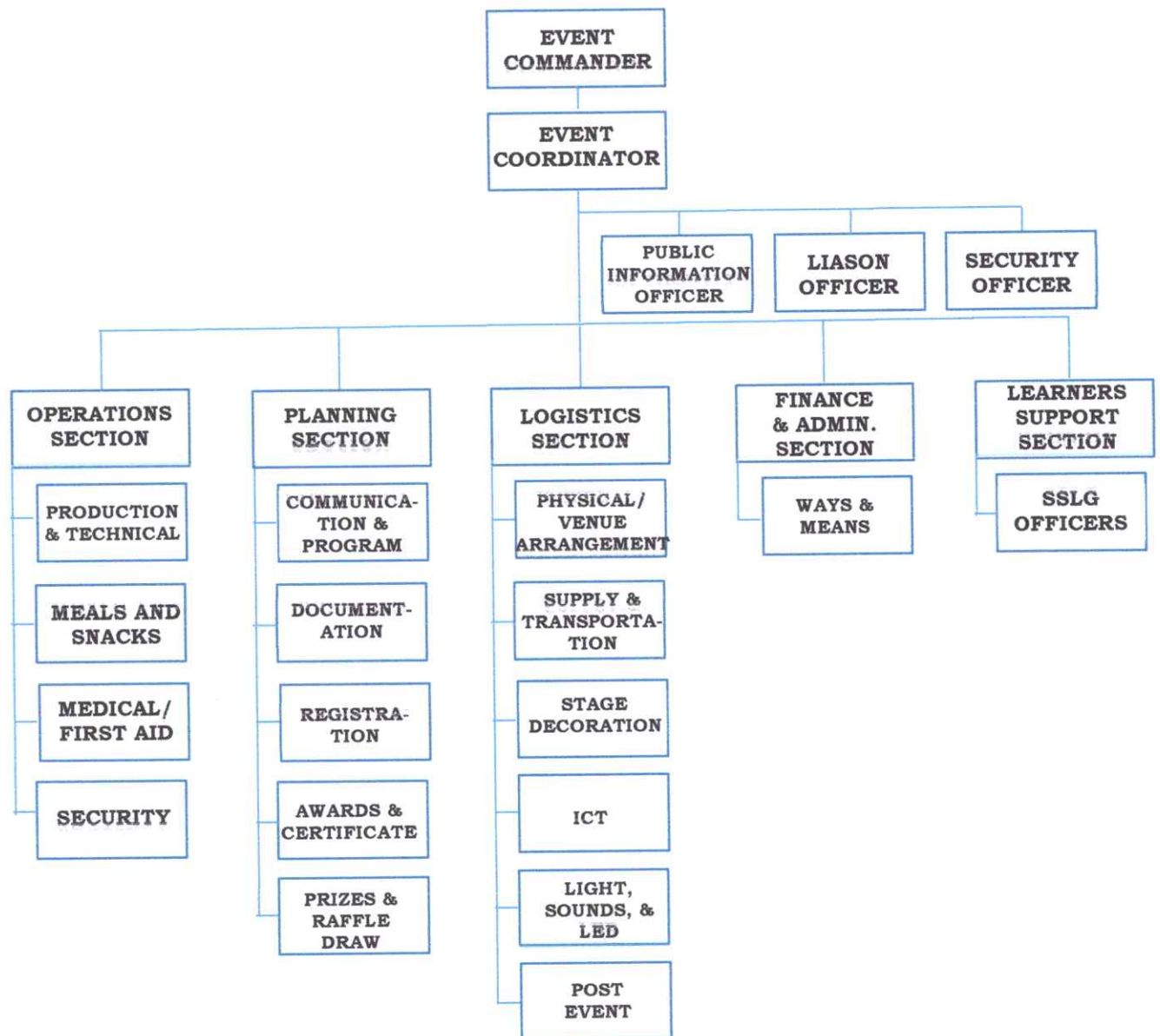


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Enclosure 1 to Division Memorandum No. 337 s. 2024

**Organizational Framework of Recognizing Aces and Champions of Excellence (RACE) and Featured Teachers Awarding Ceremony Cum 2024 World Teachers' Day Celebration**

**I. TWG Committees Organizational Structure**





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Janine Z. Tubio- AO II Adrian F. Castelo- COS Ruel S. Rael- Driver	anticipated expenses and sources of funding for the celebration. - Identify potential sponsors, donors, and partners who can contribute financial support, goods, or services for the event. - Organize fundraising initiatives to generate additional resources needed for the successful execution of the celebration. - Monitor and manage the budget throughout the planning and execution phases to ensure financial accountability and transparency.
<b>LEARNERS SUPPORT SECTION</b>	<b>Term of Reference</b>
<b>Focal Person:</b> Melanie B. Bantilan, EMD EPS, ESP <b>Asst. Focal Person:</b> Andrew Homil G. Elumbaring- PDO I Cielbert E. Dondoyano Jr.- PDO I	- Engage SSLG officers in event activities and programs. - Provide necessary support and resources for learners. - Coordinate with other committees to facilitate learner involvement.
<b>SSLG OFFICERS</b>	- Assist in presenting awards to the featured teachers. - Organize and participate in performances or tributes dedicated to teachers, showcasing their appreciation and talents. - Engage with the audience, encouraging participation and maintaining a lively atmosphere throughout the event. - Usher the guests, officials, and teachers to their designated areas or seats.

**III. RACE and Featured Teachers Awarding Ceremony 2024 World Teachers Day Celebration Timetable**

Activities	Timeline	Persons/Committee Responsible
Planning, Meeting, and Organizing of TWG Committees	August 6, 2024	ASDS Rosalio B. Conturno, Ronilo S. Yarag-NEU





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		President, Roel V. Carpio, Teachers Federated President, & RACE TWG
Finalization of the TWG Structure, Roles and Responsibilities, and Timeline	August 19 2024	Event Coordinator
Meeting with the TWG Committees	August 28, 2024	Event Coordinator, TWG Committees
Reports and Updates from the different Committees of the 2024 WTD and Featured Teachers Awarding Ceremony	September, 2024	TWG Committees
Meeting with the TWG Committees	September 23, 2024	Event Coordinator, TWG Committees
Color Fun Run	September 28, 2024	Ways and Means Committee, and Color Fun Run Participants
2024 Featured Teacher Awarding Ceremony and Teacher's Day Celebration	October 5, 2024	TWG Committees, 2024 Featured Teacher Nominees, Teaching, and Non-teaching Personnel
Meetings, Reports and Updates from the different Committees of the RACE Awarding Ceremony	November, 2024	TWG Committees
2024 RACE Seminar, and Rehearsal	December 2024	Division RACE Committee, Secretariat, TWG and Nominees
2024 RACE Awarding Ceremony	December 2024	Division RACE Committee, Secretariat, TWG and Nominees





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<p>Petrush G. Macute- PSDS          Jonald A. Noli- Principal I          Mariavi M Enao- Principal II          Jimmy T. Gemina- Head Teacher I</p>	<ul style="list-style-type: none"> <li>- Collaborate with other committees to align audio-visual elements with the program flow and schedule.</li> <li>- Provide on-site technical support during the event to address any issues with sound or lighting as they arise.</li> <li>- Conduct thorough testing and rehearsals to ensure all equipment operates smoothly before the event begins.</li> </ul>
<p><b>POST EVENT COMMITTEE</b>  <b>Chairperson:</b>          Nilgane A. Baraquia          ADA VI  <b>Members:</b>          All SDO COS Personnel</p>	<ul style="list-style-type: none"> <li>- Oversee the post-event cleanup and restoration of the venue to its original condition.</li> <li>- Ensure the event venue is restored to its original condition, with all decorations and equipment removed.</li> <li>- Conduct a thorough evaluation of the event's success in achieving its objectives and identifying areas for improvement.</li> </ul>
<p><b>FINANCE &amp; ADMIN. SECTION</b></p>	<p style="text-align: center;"><b>Term of Reference</b></p>
<p><b>Focal Person:</b>          Love L. Ricafort          AO IV- Personnel  <b>Asst. Focal Person:</b>          Randy A. Geraga- AO V, Budget          Ana Riva E. Lanat- Accountant II</p>	<ul style="list-style-type: none"> <li>- Monitor all expenditures related to the event to ensure they remain within budget, and preparing financial reports to present to the organizing committee.</li> <li>- Provide detailed financial reports post-event to assess the financial performance and to inform future planning.</li> <li>- <u>Ensure that all financial activities comply with relevant regulations and standards, promoting accountability in the use of funds.</u></li> </ul>
<p><b>WAYS AND MEANS COMMITTEE</b>  <b>Chairperson:</b>          Crispo V. Gahisan          SEPS, SMN  <b>Members:</b>          Jessel B. Chiu- EPS II, SMN          Alan D. Chiu- PDO II/OIC Admin          Remryan Rebutazo- Head Teacher I</p>	<ul style="list-style-type: none"> <li>- Identify potential sponsors and funding sources, and managing the receipt and allocation of funds to various committees involved in the event.</li> <li>- Create a <u>comprehensive budget that outlines all</u></li> </ul>

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**II. Technical Working Group Committee Roles and Responsibilities**

<b>TWG COMMITTEES</b>	<b>Term of Reference</b>
<p><b>EVENT COMMANDER</b>            Ma. Liza R. Tabilon EdD, CESO V            Schools Division Superintendent</p> <p><b>ASST. EVENT COMMANDERS</b>            Rosalio B. Conturno Jr., PhD            Asst. Schools Division Superintendent            Amelinda D. Montero DM, CESE            CID Chief            Nur N. Hussien, DM            SGOD Chief</p>	<ul style="list-style-type: none"> <li>- Lead the event team to ensure smooth execution of the celebration/activities.</li> <li>- Receives authority from the Responsible Officer</li> </ul>
<p><b>EVENT COORDINATOR</b>            Adrian G. Refugio, EMD            PSDS</p> <p><b>ASST. EVENT COORDINATOR</b>            Edgardo S. Cabalida, EdD            EPS. Mathematics</p>	<ul style="list-style-type: none"> <li>- Develop a detailed event plan, including timelines, roles, and responsibilities.</li> <li>- Collaborate with various stakeholders to ensure broad participation and support.</li> <li>- Implement strategies to promote the event and communicate its significance to the public and educational community.</li> <li>- Assess the effectiveness of the event and gathering feedback for future improvements.</li> </ul>
<p><b>PUBLIC INFORMATION OFFICER</b>            Cielbert E. Dondoyano Jr.            PDO I</p>	<ul style="list-style-type: none"> <li>- Focal person for information dissemination.</li> <li>- Work closely with other PIOs and the media</li> <li>- Utilize various platforms (social media, websites, etc.) to promote the event.</li> </ul>
<p><b>LIASON OFFICER</b>            Jesel B. Chiu            EPS II, SOC MOB</p>	<ul style="list-style-type: none"> <li>- Contact point for representatives of assisting and cooperating agencies.</li> <li>- Assist in the planning and execution of event logistics, including venue arrangements, transportation, and accommodations for guests.</li> </ul>
<p><b>SAFETY OFFICER</b>            Alan D. Chiu            PDO II/OIC Admin</p>	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment of the event venue to identify potential safety hazards and implement</li> </ul>



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	<p>appropriate measures to mitigate them.</p> <ul style="list-style-type: none"> <li>- Develop and communicate emergency response plans, including evacuation procedures and first aid arrangements, to all staff and participants.</li> <li>- Monitor the event environment continuously to ensure compliance with safety protocols and regulations, addressing any issues that arise promptly.</li> </ul>
<b>OPERATIONS SECTION</b>	<b>Term of Reference</b>
<p><b>Focal Person:</b>          Ronilo S. Yarag, Ed.D          EPS, SGOD</p> <p><b>Asst. Focal Person:</b>          Luisiano S. Murro Jr.          SEPS, SMME</p> <p><b>Members:</b>          Engr. Christopher Ace B. Bael-Division Engineer          Leo A. Taman- HT I          Maiko Dominic Diaz- AO IV, Records</p>	<ul style="list-style-type: none"> <li>- Coordinate with the technical team to provide seamless audio-visual support during the ceremony, including presentations, videos, and live streaming.</li> <li>- Coordinate to the Meals and Snack Committee to ensure the timely delivery of meals and snack.</li> <li>- Develop and implement health and emergency response plans in collaboration with the Safety Officer and Medical Team, ensuring the safety and well-being of all participants in case of any unforeseen incidents.</li> </ul>
<p><b>PRODUCTION AND TECHNICAL COMMITTEE</b>          Overall Director: Chris Rey VIII A. Herrera          Nurse II          Asst. Director: Cielbert E. Dondoyano Jr.-PDO I          Technical Director: Ana May C. Aleria-AO II          Asst. Technical Director: Gina T. Caermare-AO II          Lights Director: Andrew Homil G. Elumbaring          PDO II          Make-up Artist: Melody E. Ranoco- AO II          Michelle Grace S. Pesquira-AO II</p>	<ul style="list-style-type: none"> <li>- Oversee the setup, layout, and technical requirements of the event venues.</li> <li>- Ensuring the proper functioning of sound systems, lighting, and audio-visual equipment for the program.</li> <li>- Coordinate the smooth flow of the program, including cues for speakers, performers, and award presentations.</li> <li>- Manage the photography, videography, and live streaming of the event to capture and share the celebrations.</li> </ul>





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	<ul style="list-style-type: none"> <li>- Provide on-site support and resolving any technical issues that may arise during the event.</li> </ul>
<p><b>MEALS AND SNACKS COMMITTEE</b>  <b>Chairperson:</b>          Jovencia M. Samante, EdD          PSDS  <b>Members:</b>          Lyn A. Carpio- PSDS          Maria Lisa E. Valdehueza- PSDS          Vilma C. Velasco- PSDS          Genevieve B. Miranda- PSDS          Jessica M. Behilda- EPSA          Rosemarie T. Rubia - EPSA</p>	<ul style="list-style-type: none"> <li>- Coordinate to the organizing and finance committee for the provision of meals and snacks.</li> <li>- Oversee the setup for food service areas, including tables, serving stations, and necessary equipment, to facilitate smooth service during the event.</li> </ul>
<p><b>MEDICAL/FIRST AID COMMITTEE</b>  <b>Chairperson:</b>          Dr. Cleez Paul Z. Tabiliran          Dentist II  <b>Members:</b>          ALL SDO Health Personnel</p>	<ul style="list-style-type: none"> <li>- Develop and communicate emergency response protocols to handle any medical incidents or emergencies that may arise.</li> <li>- Conduct health checks and monitoring the well-being of participants, particularly in the context of any ongoing health concerns.</li> <li>- Establish connections with local health services for rapid response and support if needed.</li> </ul>
<p><b>SAFETY OFFICER</b>  <b>Chairperson:</b>          Alan D. Chiu          PDO II/OIC Admin  <b>Members:</b>          Alineil U. Divinagracia- AO IV Cashier          Jelmar S. Baguio- ADAS III</p>	<ul style="list-style-type: none"> <li>- Provide safety briefings to event staff and volunteers, ensuring they understand their roles in maintaining a safe environment.</li> <li>- Liaise with local law enforcement and emergency services to ensure a coordinated response in case of an emergency.</li> </ul>
<b>PLANNING SECTION</b>	<b>Term of Reference</b>
<p><b>Focal Person</b>          Neil Nonato F. Sebastian          EPS II, SMME  <b>Asst. Focal Person</b>          Marie Antonette F. Nazareth          Planning Officer II</p>	<ul style="list-style-type: none"> <li>-Design and implement a communication strategy to promote the event.</li> <li>- Design the event program, attendance, including speeches, performances, and award presentations.</li> <li>-Ensure all activities comply with relevant policies and regulations.</li> </ul>



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<p><b>COMMUNICATION AND PROGRAM COMMITTEE (Script, timeline and program flow)</b>          Chairperson: Riela Angela C. Josol, EdD          EPS English          Members:          Monina S. Antiquina, EMD- EPS AP          Cherry Mae B. Eltanal, EdD- EPS Filipino          Cherilyn R. Allen-EPS Science          Edgar C. Dingal, EMD- EPS Kindergarten          Glenn Stege Pañares- ADA VI</p>	<ul style="list-style-type: none"> <li>- Design the program invitation and craft letters, scripts, and speeches.</li> <li>- Establish a detailed schedule for the event, ensuring smooth transitions between program segments.</li> <li>- Coordinate the sequence of activities, speakers, and performances to create an engaging and meaningful celebration.</li> <li>- Develop backup plans and alternative scenarios to ensure the event runs smoothly in case of unexpected circumstances.</li> </ul>
<p><b>DOCUMENTAION COMMITTEE</b>  <b>Chairperson:</b>          Cielbert E. Dondoyano Jr.          PDO I  <b>Members:</b>          Sheryl Q. Rebutazo- HT I          Remryan Rebutazo- HT I          SSLG Officers</p>	<ul style="list-style-type: none"> <li>- Capture photos, videos, and audio recordings of the event.</li> <li>- Compile and organize all event materials, including speeches, presentations, and award details.</li> <li>-Work closely with other committees to gather necessary documentation materials.</li> <li>- Prepare a comprehensive event report.</li> </ul>
<p><b>REGISTRATION COMMITTEE</b>  <b>Chairperson:</b>          Rambelle C. Flores          SEPS, HRTD  <b>Members:</b>          Marie C. Refugio- EPS II          Shiela Mae E. Idol- ADAS III</p>	<ul style="list-style-type: none"> <li>- Develop and manage the registration process.</li> <li>- Maintain an accurate information of registered participants.</li> <li>- Provide participants with necessary information regarding the event, including schedules, venue details, and any special instructions.</li> </ul>
<p><b>AWARDS &amp; CERTIFICATES COMMITTEE</b>  <b>Chairperson:</b>          Serapino E. Estebat Jr.          EPS, LRMS  <b>Members:</b>          Leo Martino O. Alejo- PDO II          Deborah Mae P. Alejo- AO IV          Dessie C. Pagara- Librarian II          Oliver Manalo- COS</p>	<ul style="list-style-type: none"> <li>- Coordinate the design and production of awards and certificates.</li> <li>- Coordinate to the overall organizing committee for the various awards and recognition.</li> <li>- Collaborate with other committees to ensure a smooth awarding process.</li> </ul>

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<p><b>PRIZES AND RAFFLE DRAW COMMITTEE</b>  <b>Chairperson:</b>          Ronilo S. Yarag          EPS, SGOD  <b>Members:</b>          Edgardo S. Cabalida- EPS Math          Roel V. Carpio- MT II          Jessel B. Chiu- EPS II, SMN</p>	<ul style="list-style-type: none"> <li>-Design and implement the raffle process, including distribution, and drawing of winners in a fair and transparent manner.</li> <li>- Promote the raffle and prizes to encourage participation and excitement among attendees.</li> <li>- Keep accurate records of prize allocations, and winner details for accountability and future reference.</li> </ul>
<p><b>LOGISTICS SECTION</b>  <b>Focal Person:</b>          Roel V. Carpio Sr.          Pres., Division Federated Teachers Assoc.  <b>Asst. Focal Person:</b>          Olalio D. De los Santos, EMD          PSDS</p>	<p style="text-align: center;"><b>Term of Reference</b></p> <ul style="list-style-type: none"> <li>- Coordinate with the committee on the event setup and venue.</li> <li>- Oversee the procurement and distribution of materials and supplies.</li> <li>- Ensure technical equipment and support are available and functioning.</li> </ul>
<p><b>PHYSICAL ARRANGEMENT COMMITTEE</b>  <b>Chairperson:</b>          Dexter A. Elumba          EPS, TLE  <b>Members:</b>          Noel G. Solis- Principal II          Rustom P. Camahalan- Head Teacher II          Granifer A. Jauculan- Head Teacher III          Ramil V. Adaro- Principal III          Erma P. Ajero- Principal II          Venus U. Catipay- Principal I          Nellie S. Mercado- Head Teacher III</p>	<ul style="list-style-type: none"> <li>- Oversee the setup of the event venue, including stage, seating arrangements, and necessary equipment and supplies.</li> <li>- Develop and install clear signage to guide attendees and participants throughout the venue.</li> <li>- Coordinate parking arrangements and managing traffic flow to ensure a smooth arrival and departure for attendees.</li> <li>- Ensure the venue and event setup are accessible and accommodating for attendees with special needs or disabilities</li> </ul>
<p><b>SUPPLY &amp; TRANSPORTATION COMMITTEE</b>  <b>Chairperson:</b>          Bernie P. Laranjo, EdD          PSDS  <b>Members:</b>          Remegio D. Gabonada- Principal IV          Deborah Mae P. Alejo- AO IV, Supply          Ferdinand R. Cornelio- Principal III</p>	<ul style="list-style-type: none"> <li>- Coordinate the procurement and distribution of necessary supplies.</li> <li>- Arrange transportation for the food and supply materials.</li> <li>- Ensure the availability of transportation services throughout the event.</li> </ul>

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<p>Sunny A. Zapanta, PIII Ricardo A. Dagpin, HT I</p>	
<p><b>STAGE DECORATION COMMITTEE</b> <b>Chairperson:</b> Kent M. Adolfo, Ed.D Principal IV <b>Members:</b> Rossalyn Z. Montealto, PSDS Devine P. Rosal, ADA VI Emil E. Banua, Principal I Jose Rey P. Adriatico, Principal II Maria Riza Z. Lagroma, Principal I</p>	<p>= Plan and design the stage layout, including backdrops, podiums, and seating arrangements for speakers and performers. - Ensure that all stage and decoration elements align with the event's theme and objectives, creating a cohesive atmosphere. - Coordinate the setup of all stage and decoration elements before the event and overseeing their dismantling afterward. - Work closely with other committees to ensure that the stage and decorations complement the overall event logistics and program flow.</p>
<p><b>ICT COMMITTEE</b> <b>Chairperson:</b> Jose Mari M. Apilan Division ITO <b>Members</b> Serapino Estebat Jr.- EPS, LRMS Leo Martinno O. Alejo- PDO II, LRMS John Leo M. Samante- AO-II Oliver Manalo- LRM (JO) Vic Ronil C. Yarag- ZNNHS Main (JO)</p>	<p>-Ensure the installation and functionality of audio-visual equipment, including microphones, projectors, and screens. -Manage live streaming and virtual engagement platforms. - Provide on-site technical assistance during the event to address any issues that may arise with equipment or connectivity. - Assist in the preparation and display of digital content, such as presentations and videos, ensuring they are ready for the program. - Implement measures to protect the integrity and confidentiality of any data collected during the registration and participation processes.</p>
<p><b>LIGHT, SOUNDS, &amp; LED COMMITTEE</b> <b>Chairperson:</b> Jessie P. Samaniego EPS, MAPEH <b>Members:</b></p>	<p>- Ensure the installation and proper functioning of sound systems, lighting, and LED displays to enhance the event atmosphere.</p>

