



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas
 RECORDS SECTION
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November 20, 2023

DIVISION MEMORANDUM
 No. 406, s. 2023

COMMITTEES FOR 2023 GAWAD BALISONG

TO: Assistant Schools Division Superintendents
 OIC Chief- Curriculum Implementation Division (CID)
 Chief- School Governance and Operations Division (SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

- Relative to the conduct of the **2023 Gawad BALISONG** which is set on December 6, 2023 in a venue which is still to be determined, this Schools Division thru the SGOD – Human Resource Development Section creates the committees to ensure the smooth flow of the activity.
- The said committees, its composition and terms of reference are as follows:

OVER – ALL COMMITTEE	
Over – all Chairperson/Consultant	Marites A. Ibañez, CESO V Schools Division Superintendent
Co- Chairpersons	Nicolas M. Burgos Asst. Schools Division Superintendent Nadine C. Celindro OIC – Asst. Schools Division Superintendent
Members	SDO Batangas PRAISE Committee
Terms of Reference	1. Oversees the entire conduct of the activity starting from the search up to the awarding ceremony 2. Conducts the post evaluation of the activity

DEPEDBATS-ODS-F-009/R0/03-02-2020



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PROGRAM	
Chairperson/ Director	Avelino B. Mortel
Co- Chairperson	Evelyn C. De Sagun
Members	Jimmy J. Morillo Eleazar C. Magsino Eleuterio R. Paraiso
Terms of Reference	<ol style="list-style-type: none">1. Prepares the sequence and lay out of the program to be forwarded to the committee on invitation2. Directs the entire flow of the activity3. Coordinates with the committee on decorations as regards to the set – up of the hall.
INVITATION	
Chairperson	Marian L. Arias
Co - Chairpersons	Ma. Leticia Jose C. Basilan
Members	Emerson B. Dalangin Atty. Karen M. Salimo Elizabeth R. Tolentino
Terms of Reference	<ol style="list-style-type: none">1. Prints/reproduces the Program Invites2. Prepares and distributes invitation letters3. Coordinates with the over – all committee regarding the individuals to be invited
AWARDS and EVALUATION	
Chairperson	Mario B. Maramot
Co - Chairperson	David M. Nuay
Members	Aris U. Dimaano Lou C. Panaligan Leoncia B. Maramot Mercy R. Villanueva
Terms of Reference	<ol style="list-style-type: none">1. Coordinates with the top management on the design and texts of the plaques and certificates2. Checks on the development as regards to the production of the plaques3. Ensures the completeness of the plaques a day before the conduct of the activity

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	<p>lights etc. are in perfect working condition</p> <ol style="list-style-type: none">2. Troubleshoots and operates the system and platform when necessary3. Ensures quality audio and video of the live coverage of the activity4. Prepares the power point presentation for the entire program5. Prepares coffee table magazine
FOOD and VENUE	
Chairperson	Macaria Carina C. Carandang
Co - Chairperson	Rosalinda A. Mendoza
Members	Amelia M. Ilagan Cora V. Samson
Terms of Reference	<ol style="list-style-type: none">1. Coordinates with the supplier on the proposed menu for the activity2. Seeks approval of the Top Management on the menu to be served during the conduct of the activity3. Ensures that food is served on the agreed time and that no one will be left unserved
DECORATION and PHYSICAL ARRANGEMENT	
Chairperson	Jimmy J. Morillo
Co- Chairperson	Dr. Rodrigo S. Castillo
Members	Engr. John Albert Tiquis Rolando S. Casanova
Terms of Reference	<ol style="list-style-type: none">1. Conceptualizes/ lays out the would be set up of the hall in coordination with the program committee & venue2. Makes the necessary decorations of the hall3. Ensures the completeness of the needed tables, chairs and other physical arrangements a day before the activity
HEALTH AND SAFETY	
Chairperson	Dra. Khareen M. Cadano
Co - Chairperson	James Angelo T. Año
Members	Mar Ceilyn P. Masangcay Imelda A. Guy
Terms of Reference	<ol style="list-style-type: none">1. Ensures that health protocols are strictly observed in the venue

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	<ol style="list-style-type: none">4. Arranges the plaques in the designated area of the hall a day before the awarding ceremony5. Assists in the actual awarding of the plaques & certificates6. Prepares the distribution lists & facilitates to be signed by the awardees and finalists
DOCUMENTATION	
Chairperson	Loreta V. Ilaos
Co - Chairpersons	Dr. Michael B. Ularde
Members	Journalism Team Dr. Ma. Leonor M. Vertucio Jocelyn P. Arquillo Hazel Y. Manalo
Terms of Reference	<ol style="list-style-type: none">1. Prepares teaser for the coming Gawad Balisong2. Documents the entire awarding ceremony – narratives & pictorials3. Prepares the activity's souvenir program
FINANCE	
Chairperson	Eduarda U. Alon
Co-Chairperson	Rasenna Gliceria I. Mercado
Members	Layne D. Ortega Irene Grace Q. Gonzales Joemar B. Perez Cheryl M. Baril
Terms of Reference	<ol style="list-style-type: none">1. Prepares cash advance documents for the Gawad Balisong Awardees Monetary Prizes2. Ensures awardees signature on the payroll and other necessary document for liquidation.
TECHNICAL	
Chairperson	Ernani A. Catapat
Co – Chairperson	Domcar C. Lagto
Members	SDO Batangas Core Group Elizalde L. Piol
Terms of Reference	<ol style="list-style-type: none">1. Ensures that the internet connectivity, sound system including microphones,

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	<ol style="list-style-type: none"> 2. Gives first aid when necessary 3. Attends to health issues and concerns during the conduct of the activity
USHER & USHERETTES	
Chairperson	Anabel E. Magalona
Co - Chairperson	Sarah Jane B. Magnaye
Members	Anselma M. Ebero Kaycee A. Ilagan Roxanne V. Redubla Elizabeth C. Tumaming Rejoice N. Magtibay Mara Therese Albay Sunshine F. Emano Necy Mercado Jesriel Anne Macaraig
TOR	<ol style="list-style-type: none"> 1. Prepares attendance and meal attendance sheets 2. Facilitates the distribution and retrieval of the accomplished attendance and meal attendance for liquidation purposes 3. Ensures that all tables are properly labeled. 4. Assist the participants to their designated seats 5. Attends to the participants concerns

3. Immediate dissemination and compliance to this Memorandum is highly expected.


MARITES A. IBAÑEZ, CESO V
 Schools Division Superintendent

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