



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RELEASED

OCT 02 2020

By: _____

**SCHOOL OPENING DAY NATIONAL PROGRAM
(October 5, 2020)**

In view of the nationwide opening of classes on October 5, 2020, the Department of Education will hold a **School Opening Day National Program** on the same day from 7:00am to 12:00nn., for information and guidance.

Relative thereto, the Schools Division Office-Marikina City will be visited by **Undersecretary Josephine Maribojoc**, *In-charge for Legal Affairs* and **Director John Siena of National Educators Academy of the Philippines**, both Department of Education Officials.

They will visit Jesus Dela Pena National High School and make a virtual appearance participation on the said activity particularly in the press conference segment where they will feed live through Microsoft Teams platform.

The school head is instructed to prepare the following:

1. Prepare Tarpaulin indicating the welcoming message for the guests and the opening of classes/program;
2. Prepare the venue where technical concern is available such as internet connections, laptop, television, microphone and sound system; and
3. Snacks and lunch for 10-12 persons.

Other neighboring schools are also requested to prepare their school for possible visitation.

Incidental expenses to the activity are chargeable against school funds/maintenance and other operating expenses subject to the usual accounting and auditing procedures by the COA.

Likewise, to ensure the smooth flow of the activity, herewith is the working committee.

WORKING COMMITTEES:

- Executive Committee: **Ms. Sheryll T. Gayola**, ASDS, OIC-OSDS
Dr. Elisa O. Cerveza, Chief ES, OIC-OASDS
Dr. Elizalde Q. Cena, Chief ES, SGOD
- Overall Supervision: **Dr. Elizalde Q. Cena**, Chief ES, SGOD
Mr. Antonio Andres, OIC-Principal
- IT/Technical Aspect of the Activity:
Mr. Ryan Lee Regencia, Division ITO
Division ITO Staff
Ms. Imee Zapanta, ICT Coordinator, JDLPNHHS
- Monitoring Committee: **Ms. Doris Jasme**, SEPS, SGOD
Ms. Elisha Dawn Mason, PDO I, SGOD
- Mobilization Committee: **Mr. Reinan Ignacio**, EPS 2, SGOD
Mr. Prime Quintana, PDO 2, SGOD
- Finance and Food Committee:
Ms. Estella Uayan, Cashier
Ms. Amy Exequiel, Supply Office
Ms. Amelie Binayas, PDO I

There will be schedule of meeting and rehearsals/dry run on the following dates:

- October 2, 2020 – 2pm
- October 3, 2020 – 1pm (@ JPNHS)
- October 4, 2020 – 7am (@ JDPNHS)

Cooperation and support of all concerned are hereby enjoined.

Immediate and wide dissemination of this Memorandum is desired.



SHERYLL T. GAYOLA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent