



Republic of the Philippines  
 Department of Education  
 Region X  
**DIVISION OF EL SALVADOR CITY**



Zone 3, Poblacion, El Salvador City  
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

**DIVISION MEMORANDUM**

No. 239, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS  
 PUBLIC SECONDARY SCHOOL HEADS**

From: *J. M. J.*  
**JESNAR DEMS S. TORRES, Ph.D., CESE**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Pre-work and Planning for the Division Fun Run in Celebration of the 119<sup>th</sup> Philippine Civil Service Anniversary

Date: September 20, 2019

- To ensure a smooth and organized conduct of the Division Fun Run in Celebration of the 119<sup>th</sup> Philippine Civil Service Anniversary, this Office directs the following employees to attend the pre-work and planning conference of the above mentioned activity on **September 23, 2019, 1:00 PM at Molugan National High School**. The meeting shall be facilitated by Mr. John Franklin Dresser.

ACTIVITY	PERSONS IN-CHARGE/ INVOLVED	
<b>Fun Run for A Cause</b> "Sa Sports Magkaisa, Takbo Para Kay ELSA" on September 26, 2019 at El Salvador City Sports Complex	John Franklin Dresser Cheyenne L. Cabillon Madel A. Sabuero Renante L. Unabia Nicanor N. Apus, Jr. Eden Mae S. Lazon Rizan L. Sardane Jervie A. Gomez Daniel Ruben B. Penaso	Richard A. Sabellano Tino L. Salabsab Marites G. Lignes Salvador T. Bendijo, II Elvir L. Ebonia Rona Ann R. Bengar Remy Jane M. Macana Jayson Rey R. Romasanta Cholo B. Buna

- The aforementioned employees are advised to prepare the Locator Slip for this purpose.
- Further, minutes of the pre-work shall be submitted to this Office on the following day by Ms. Remy Jane M. Macana.
- For information, guidance and compliance.

Copies Furnished:  
 Person Concerned  
 Records Section- Memo/Letter

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Enclosure to Division Memorandum No. 239, s. 2019

**List of Committees/ Persons-In-Charge for 2019 Fun Run for A Cause  
on September 26, 2019**

Committee	Responsibility	Leader	Members/ Persons Involved
Zumba	Manage/lead zumba and short opening program before funrun	Richard A. Sabellano	Zumba Instructor w/ iFM team
Route Marshall	Guide runners	Cheyenne L. Cabillon	Athletics Team w/ Jervie A. Gomez
	Assist Traffic		Jayson Rey R. Romasanta
Water station	Provision of water supply	Tino L. Salabsab	w/ Cholo B. Buna and Daniel Ruben B. Penaso
	Distribution of water to participants	Madel A. Sabuero	
Turning point	Giving of ribbons to participants	Marites G. Lignes	Arnis team
End point	Timekeeper of top 5 (male and female)	Renante L. Unabia	To be assisted by Eden Mae S. Lazon and Rona Ann R. Bengar
Cleanliness	Ensure cleanliness is maintained at all times		
	a. Venue (Sports Complex and Gymnasium)	Salvador T. Bendijo, II	San Francisco de Asis NHS teachers
	b. Route	Nicanor N. Apus, Jr.	Wushu team
Meals/snacks	Provision and distribution of meals/snacks to the following	Elvir L. Ebonia	w/ TVL Students
	1. PNP (10)		
	2. Traffic enforcers (10)		
	3. Dj w/ zumba (10)		
	4. Documentation team (10)		
Jersey w/ Bib	Coordinate with supplier	Eden Mae S. Lazon	
	Distribution of jerseys via School Heads		
	Printing of Race number and bibs	Rona Ann Bengar	
Cash	Handles cash and payments	Rizan L. Sardane	
Secretariat	Record minutes of meetings	Remy Jane M. Macana	
	Attendance In-Charge		

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