



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

August 01, 2022

DIVISION MEMORANDUM

NO. 337 S.2022

**3-DAY SEMINAR WORKSHOP IN PHILIPPINE FOLK DANCE
AND MUSIC FOR TEACHERS**

To: Assistant Schools Division Superintendent
Division Chiefs
Section Heads
Education Program Supervisors
Planning Officer
Senior Education Program Specialists
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. The Curriculum and Implementation Division will conduct a face-to-face Seminar Workshop in Philippine Folk Dance and Music at the LGU AVR on August 10-12, 2022.
2. Objectives of the aforementioned activity are:
 - a. To acquire knowledge and skills in Folk Dancing and Elements in Music;
 - b. To provide appropriate skills leading to mastery of the fundamentals in Folk Dancing and Music;
 - c. To apply the learnings in their respective station.
3. The participants of this activity are:





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SCHOOL	NO. OF PARTICIPANTS PER SCHOOL
Amoros Elementary School	2
Bolisong Elementary School	2
Cogon Elementary School	2
El Salvador City Central School	3
Himaya Elementary School	1
Hinigdaan Elementary School	2
Kalabaylabay Integrated School	2
Kibonbon Elementary School	1
Molugan Central School	2
PSB Elementary School	1
Sambulawan Elementary School	1
San Francisco de Asis ES	2
Sinaloc Elementary School	2
Taytay Elementary School	2
Ulaliman Elementary School	1
Cogon National High School	2
El Salvador city National High School	2
Himaya National High School	2
Hinigdaan National High School	2
Molugan National High School	2



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San Francisco de Asis NHS	2
Sinaloc National High School	2
Sambulawan National High School	2
Total no. of Participants	42

RESOURCE SPEAKERS AND TECHNICAL WORKING GROUP

a. Aerol Kent A. Alawi	Cogon National High School
b. Paquito C. Saplot	El Salvador City Central
c. Shirlyn S. Roa	El Salvador City NHS
d. Lovely P. Aguirre	Hinigdaan National High School
e. Lemuel Q. Linan	Himaya National High School
f. Marchie D. Riconalla	Molugan National high School
g. Eden Mae L. Penaso	Molugan National high School
h. Christine G. Capundag	Molugan National high School
i. Gladys S. Bonayog	Molugan National high School
k. Vanity C. Lazaga	Molugan National high School
l. Noralie B. Morales	Sinaloc National High School

- Moreover, the School Heads are enjoined to send the name of participant/s in your respective school via Google Drive to be sent in our group chat. Participants are advised to wear comfortable attire.
- Everyone is directed to strictly observe the health and safety protocols specified by the Inter-Agency Task Force (IATF)





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6. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

7. For wide dissemination and appropriate action.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

CID/MAJ



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**SEMINAR WORKSHOP IN PHILIPPINE FOLK DANCE
AND MUSIC**

August 10-12, 2022
LGU AVR, El Salvador City

TECHNICAL WORKING GROUP

A. RESOURCE SPEAKERS

- | | |
|--------------------------|---------------------------------|
| 1. Aerol Kent A. Alawi | Cogon National High School |
| 2. Paquito C. Saplot | El Salvador City Central School |
| 3. Shirlyn S. Roa | El Salvador City National HS |
| 4. Lemuel Q. Linan | Himaya National High School |
| 5. Lovely P. Aguirre | Hinigdaan National High School |
| 6. Marchie D. Riconalla | Molugan National High School |
| 7. Eden Mae L. Penaso | Molugan National High School |
| 8. Christine G. Capundag | Molugan National High School |
| 9. Glady S. Bonayog | Molugan National High School |
| 10. Vanity C. Lazaga | Molugan National High School |
| 11. Noralie B. Morales | Sinaloc National High School |

B. WORKING COMMITTEE

1. Program and Invitation

Shirlyn S. Roa

- Tasks: @ Prepare the Program for the guests and participants (account all the expected guests and participants)
- @ Coordinate with Mr. Manuel A. Janubas the flow of the program (Opening and closing program)
 - @ Personally hand in the program/deliver to guests and participants.

2. Program Directors

Shirlyn S. Roa/Christine G. Capundag

Tasks : @ Directs the program





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- @ Ensure the smooth flow of the program
- @ Program should start on time based on the Schedule of Activities

3. Stage Decoration

Chairman : Vanity C. Lazaga
Members: Eden Mae L. Penaso
 Noralie B. Morales

- Tasks: @ Prepare the stage day before the activity
 @ After the activity, see to it that the area is clean.

4. Physical Arrangement

Chairman : Aerol Kent A. Alawi
Members : Paquito C. Saplot
 Lemuel Q. Linan

- Skirting incharge : Christine G. Capundag
Tasks: @ Prepare and arrange the chairs according to the no.
 of participants and guests
 @ Prepare table for the Division Office dignitaries
 @ After the activity, all chairs should be returned to
 the stock room

5. Sound system and LED wall

Chairman : Lovely P. Aguirre

- Tasks : @ Inform the LGU in charge of the sound system and
 LED wall 2 days before the activity :
- Daily use of the sound system and LED wall
 - Opening and Closing Program
 - Give snacks and lunch

6. Letter request of the use of LGU AVR

Chairman : Gladys S. Bonayog

- Tasks: @ Coordinate with Mr. Nilo Lomongo the letter request
 to be approved by the mayor

7. Tarpaulin set up/photo booth

Chairman : Noralie B. Morales
Member : Paquito Saplot

- Tasks : @ Set the booth with tarpaulin at the entrance day before
 the activity





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8. Certificate Printing

Chairman : Glady S. Bonayog

Members: Vanity C. Lazaga

Marchie D. Riconalla

Tasks : @ During the registration, let the participants write the correct spelling of their names with middle initial.

@ Prepare all the PERSONALIZED certificates before the the closing program on August 12, 2022

@ Certificates to prepare

- Certificate of Participation for the participants
 - Certificate of recognition to the Technical Working group and resource speaker
 - Certificate of attendance
- Etc.

9. Snacks and Lunch for the guests and participants

Chairman : Shirlyn S. Roa

Task : Facilitate food for the guests and participants

10. Registration committee/Attendance sheets/Receptionists

Chairman : Eden Mae L. Penaso (Day 1 Attendance sheet)

Members : Glady S. Bonayog (Day 2 Attendance sheet)

Vanity C. Lazaga (Day 3 Attendance Sheet)

Marchie D. Riconalla (Day 3 Attendance sheet)

Tasks : @ Prepare all the registration paraphernalia 2 days before the activity

@ Report to the venue on time (before 7 AM)

@ Submit the attendance sheet daily to Mr. Janubas

11. Preparation on Seminar Kits

Chairman : Lovely P. Aguirre

Members : Lemuel Q. Linan

Melchie Monforte

Paquito C. Saplot

Tasks : @ Prepare Seminar Kits 2 days before the activity

@ Turn over the kits to the Registration Com. for distribution on the first day





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RESPONSIBLE GROUP

Group 1

Leader : Eden Mae L. Penaso (Sound system incharge day 1)
Asst. Leader : Christine G. Capundag
Members: Lovely P. Aguirre
Lemuel Q. Linan

Group 2

Leader : Vanity C. Lazaga (Sound system incharge day 2)
Asst. Leader : Noralie B. Morales
Members : Glady S Bonayog
Aerol Kent A. Alawi

Group 3

Leader : Marchie D. Riconalla
Asst. Leader : Shirlyn S. Roa (Sound system incharge day 3)
Member : Paquito C. Saplot

Note: Please note of your assignment from day 1 to day 3
Thank you so much
God bless us all

Prepared by:


MANUEL A. JANUBAS

Education Program Supervisor

Noted/Reviewed:


NINIAN A. ALCASID, Ph.D.

CHIEF, CID

Approved:


OLGA C. ALONSABE, Ph. D., CESE
Schools Division Superintendent



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