



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

Office of the Schools Division Superintendent


17 April 2023

DIVISION MEMORANDUM
No. 188, s. 2023

**WORKING COMMITTEES RELATIVE TO PARTICIPATION
TO THE 2023 REGIONAL FESTIVAL OF TALENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/TA Providers
Public Elementary and Secondary School Heads
Private Elementary and Secondary School Heads
All Others Concerned
This Division

1. In reference to Division Memorandum No. 180 s. 2023, *Participation to the Regional Festival of Talents*, this Office directs the identified personnel in the working committees to deliver the assigned tasks relative to the participation of El Salvador City Division in the Regional Festival of Talents on April 19–21, 2023, in Malaybalay City.
2. The list of working committees is presented in the attachment.
3. Further, this memorandum also serves as **Official Authority to Travel** of all identified personnel.
4. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Atch: As Stated
To be indicated in the Perpetual Index
under the following subjects:
FESTIVAL OF TALENTS

CTD/ jfd





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Regional Festival of Talents
Malaybalay City
April 19-21, 2023

EL SALVADOR CITY DELEGATION
WORKING COMMITTEE

Committee	In-charge	Responsibilities
Contest Monitoring	EPS Contest Focal	Ensure that coaches and contestants are aware of the contest schedules and venues. Ensure that 100% of the coaches and <i>contestants'</i> participation
Certificate Printing and Token	Chair: Dr. Lina C. Bejiga Mariel B. Ubaub Grace Paculba	Print certificates for the host school, district, principal, and supervisor. <i>Ensure that the token is available.</i>
Decoration and Beatification	Chair: Richard Sabellano Member: Algie Macad	Decoration during the return party. Follow-up Tarpaulin printing and décor materials
Physical Arrangement (Gathering)	Chair: Johnell Vaclares Members: All Coaches	Coordinate with the program in-charge on the arrangement of chairs and tables.





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Transportation	Chair: Nilo Lomongo Member: Algie Macad Johnell Francis Vacalares	Follow and coordinate the van operator on the departure schedule (El Salvador City and Malaybalay). Post van numbers and signage.
Uniform	Chair: Johnell Francis Vacalares Members: ALS	Sort the delegation T-shirts according to contest package. Release the delegation T-shirt to the respective contest focals or coaches.
Food Prep (Gathering)	Chair: Jackeline Ocon Members: All School Heads (<i>Division Memorandum No. 180 s. 2023, Participation to the Regional Festival of Talents</i>)	Collect funds for food provision. Ensure that there will be food during the return party.
Program (Gathering)	Chair: Maristel Calapiz Member: Algie Macad Sining Tanghalan Coaches	Coordinate with the delegation officials on the follow-up of the program (return party). Prepare programs and presentations during the return party.

