



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

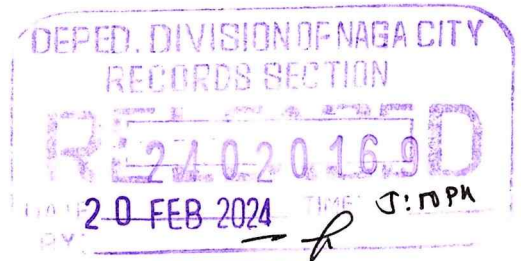
February 14, 2024

DIVISION MEMORANDUM

No. 48, s. 2024

8th DIVISION EXHIBIT OF BEST OUTPUTS IN EPP/TLE/TVL/SPTVE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public School Heads
All Others Concerned



1. In order to showcase the learner's outputs in the different components under the EPP/TLE/TVL and SPTVE subjects, this Office will conduct a Division Exhibit of Best Outputs on March 7-8, 2024 at Robinsons Place, Diversion Road, Roxas Avenue, corner Almeda Highway, Barangay Triangulo, Naga City.
2. The objectives of the activity are the following:
 - a. showcase the best outputs of the learners' skills, knowledge and attitude in the different EPP, TLE, TVL & SPTVE components towards the curriculum exits of the K to 12 program;
 - b. gain insights in possible livelihood projects leading to entrepreneurship;
 - c. showcase the significance of fancy plant projects, concoction products, recycled products, innovations and services learned;
 - d. enhance awareness of students, teachers and community about environmental protection, health and nutrition to the human body;
 - e. enhance community and stakeholders' participation; and
 - f. sustain the initiative as one of the significant innovations of DepEd-Naga City.
3. The expected participants to this activity are the district supervisors, school heads, department heads, teachers, pupils/students from public and private schools, stakeholders and LGU- Officials.
4. The principals must ensure that affected teachers and learners shall have appropriate class scheduling or alternative delivery mode in compliance to the "no disruption of classes" policy. Moreover, written Parents' Permit must be secured by the learners who will be involved in the activity.
5. The activity guidelines, working committees and program are listed in the enclosures of this Memorandum.
6. Expenses are chargeable against the Special Education Fund (EPP/TLE) subject to the usual accounting and auditing rules and regulation.

DM 31, s. 2019 DM Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur

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7. Immediate dissemination of this Memorandum is desired.

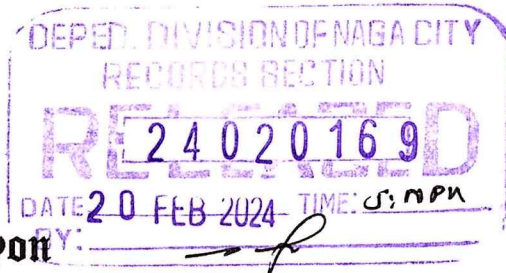
SUSAN S. COLLANO CESO V
Schools Division Superintendent





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Enclosure to Division Memorandum No. 44 s. 2024 re:

8th DIVISION EXHIBIT OF BEST OUTPUTS IN EPP/TLE/TVL/SPTVE

GENERAL GUIDELINES:

1. All public schools including ALS & SPED are encouraged to participate in the activities.
2. The Division Office personnel are also encouraged to visit the activities.
3. The students are the main recipients of this initiative. They should be given the opportunities to witness the activities at the venue.
4. Teachers shall discuss with their principal as to the best options/scheme for them to attend to both classes and the activities. Ensure that classes are not disrupted.
5. EPP/TLE/SPTVE & TVL teachers are automatically involved in these activities. Some teachers of other learning areas may be tapped to assist the pupils/students in the preparation, actual display of the product and during the skills demonstration and assist the management.
6. Pupils/students who will be assigned in the booths are encouraged to wear their school uniform & School ID. They must be abreast with the products being displayed.
7. Written Parents Permit shall be secured by the students who will be involved in the activity.
8. The products that will be exhibited shall be the students' outputs. The list of products to be displayed should be certified by their respective school principal and noted by the PSDS.
9. Each item to be displayed must bear the name of the pupil/student, school and EPP/TLE/SPTVE/TVL teacher (computerized or handwritten).
10. The schools must register their products including the services to be offered. The Inventory of Products should be included in the showcase.
11. The fancy plants, innovative projects in fishery/agriculture, industrial arts, home economics, ICT & entrepreneurship, decoction/fermented products and handmade paper products are expected to be included in their display. The projects of Senior High School students should also be included in the display. SHS - TVL curricular offerings of schools shall also be part of the display.
12. The Junior High Schools & Senior High Schools may have separate booths depending on the availability of the area.
13. The products/projects made in school will be displayed for exhibit purpose only.
14. Schools should install their booth on Day 0, while Day 1 for the fixing of display of the outputs/products before the opening program.
15. Before the opening program, the booth should be covered with cloth bearing the name of the school. It will be unveiled by the principal, teachers, and students after the declaration of the formal opening of the exhibit.

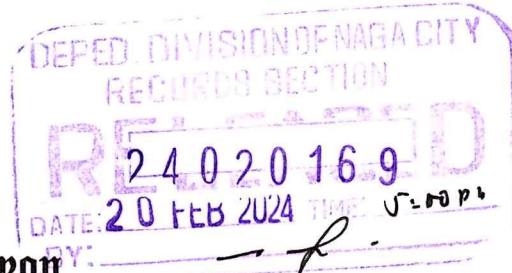


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16. The teachers, principals, supervisors, and Division personnel are highly encouraged to attend the opening program. The Camarines Sur National High School, Concepcion Pequena HS, Tinago High School and Naga City School of Arts and Trades and other public elementary and secondary schools nearby the Robinsons place may send student representatives for the opening program.
17. Schools are encouraged to send their pupils/students at the venue to witness the activities. The school heads may schedule a long session class for the purpose.
18. Always consider the general safety measures and cleanliness of contest venues for all the activities.
19. The size of the booth/display area is approximately 1 ½ m x 1 ½ m. Those schools with services offered may use convenient places as their extension space/area.
20. It is the responsibility of the schools to bring their own portable tables and chairs for the display of their entries. The brought items, furniture and others shall be coordinated and recorded on the mall's security personnel for retrieval purposes.

WORKING COMMITTEES

MANAGEMENT COMMITTEE

Project Directors	: Susan S. Collano CESO V- Schools Division Superintendent
	: Fernando C. Macaraig - Asst. Schools Division Superintendent
Division Chiefs	: Anna Liza F Abuloc - Chief, Curriculum & Instruction Division
	: Michael Del Rosario - OIC Chief- SGOD
Project Manager	: Herman E. Bobis - EPS-EPP/TLE/TVL/SPTVE (Project Proponent)
Asst. Project Managers:	Dante Santelices - PSDS
and Monitors	: Margerie Bathan - PSDS
	: Teresita Irma S. Dycok - PSDS
	: Joretze S. Carandang - PSDS
	: Gina B. Bobis - PSDS
	: Mary Ann Papica - PSDS
	: Emelyn Brofas - PSDS
	: Ramil Pederio - PSDS
	: Benedik Warren Ubante - PSDS
	: Fernando M. Carandang - PSDS
	: All Public Elementary & Secondary School Heads
Technical Consultants:	All EPS & Chiefs, Officers of the Division EPP, TLE/SPTVE & TVL Advisers Organization

OVERALL WORKING (STEERING) COMMITTEE

Chairmen -	Mary Sweetrose Tindoc
Co-Chairmen	Vice Presidents for elementary, secondary & SHS
Members	Officers of the Division EPP, TLE/SPTVE & TVL Advisers Group

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Committee	Chairman	Member	Functions		
Registration Naga North District 1-4 Naga South District 1-2 Naga West District 1-2 Naga East District 1-2 Guests & Visitors	Christine Leaño	Karen Villarosa Anita Consuelo	In-charge of collection of product entries Daily Attendance Prepare attendance sheets		
		Rizza Reazon Gemma Oropesa			
Sounds/Lights & Multi-Media		Romano C. Dorado & Jake De Guzman		Marco Mercado Edgar Joven	Take charge of the sound system and microphones to be borrowed from NCSAT Prepare the venue for the opening program. Assist in the operation of the multimedia
Program/Invitation & Distribution		Christopher Ochoa		Patricio Marcial Vivero	Prepare program, print and distribute to the concerned Present the draft before printing
Security/Peace & Order		Hommer Celeste		Crispin Martillano	Coordinate with the mall's security personnel regarding its safety measures
Venue/Booth Assignment & Display Area	Melvin Alimuin	Herbert Artiaga Daryl Tesoro	Assign the schools area for booth Reserve the activity center for the opening & closing programs and other activities		
Ribbon Cutting	Almira Padua	Abegail Dajac	Prepare the ribbons at the entrance		
Certificates/Appearance/ Participation	Albert Juntado	Eleanor Perez Aireen Huelva	Prepare certificates of participation, appearance for working committees and other attendees		
Documentation	Gerrylyn Pederio	Marianne Gavino Gil Festijo	Take pictures and make narrative report Submit to Division CID Office		
Food Distribution & Attendance <i>(as the case may be)</i>	Teodora Palomania Mary Grace Aben	Marlon Aquino Ma. Cecilia Asiao Salome Nebreja	Take charge of the distribution of food packs. <i>(Priority to be given are the guests.)</i> Ensure the attendance of the recipients of the foods on daily basis		
Chair/Table Arrangement & Skirting	Walthon Tañamor	Jean Aquino Hazel France Eusebio Belarmino Jr. Carlo Cetro	Prepare the tables with skirting before the mass and during the opening program. Arrange the chairs for the programs and activities		
Masters of Ceremony	Shirley Pasobillo Melchor Flores		Take charge of the ceremonies and other activities		



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SCHEDULE OF ACTIVITIES & VENUE:
(Robinsons Place)

Date	Time	Activity
Day 0 March 6, 2024	5:00PM-7:00PM	Preparation/installation of booth at the Robinsons Activity Center <i>(Each participating school should be present)</i>
Day 1 March 7, 2024 (Thursday)	8:00 – 9:30	Preparation outside the Robinsons Waiting Area
	10:00-AM	Fixing of Respective Booth and Display of Products with Temporary cloth cover
	10:30AM	Ribbon Cutting & Opening Program
	11:30AM	Formal Opening of Exhibit/ unveiling of respective booth
	1:00-5:00PM	Display of Products
Day 2 March 8, 2024 (Friday)	10:00-3:00PM	Display of Products
	3:00PM	Closing Program
	4:00PM	Dismantling/clearing

