



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY
PARTIDA ELEMENTARY SCHOOL

February 14, 2020

SCHOOL MEMORANDUM

No. 010 s. 2020

To: All Teaching and Non-Teaching Personnel
All Others Concerned

**SCHEDULE OF MOVING UP, GRADUATION AND RECOGNITION
AND COMMITTEE**

- This office announces the schedule of **Moving Up, Graduation and Recognition for SY 219-2021**.

Moving Up – Kindergarten	March 30 2020	2:00 pm	Partida Elementary School
Graduation – Grade 6	March 31, 2020	7:00 am	Brgy. Muzon, Covered Court
Recognition	March 31, 2020	1:00 pm	Brgy. Muzon, Covered Court
- In view of the upcoming **Moving Up, Graduation and Recognition for SY 219-2021**, this office designate the following committee and their responsibilities:

A. Management Committee

Management committee have ultimate responsibility for directing the activity of the organization, ensuring it is well run and delivering the outcomes for which it has been set up. Ensure that all the Committees work and do their responsibilities.

B. Food and Accommodation Committee

This committee is responsible for providing an adequate and timely supply of food/drinks for visitors and staff.

Welcome and escort people/visitors to the venue or to their seats.

C. Awards and Certificate Committee

Select/Identify award recipients, coordinate preparation of awards/certificates, assist in awards presentations, and perform such other duties as may be required.

D. Decoration and Sound System Committee

Make a detailed plan of all decor needs/wants.

Prepare and decorate the venue

Make sure that sound system is running well before, during and after the event.

Responsible for coordinating music needed before, during and after the event.

Responsible in keeping the décor and sound system after the event.

E. Demolition Committee

Make sure that all school equipment that were used in the program are keep safe and complete when returned to school. e.g. chairs

F. Documentation Committee:

Take Documentation of the program/activity before, during, and after
In-charge of the submission of **Activity Completion Report**

G. Invitation and Communication Committee

In-charge of the making of invitations and distribution to whom it will be given.
Make sure that invitations are given to staff, invited guests and stakeholders.

3. Enclosure No. 1 is the assigned committees for the **Moving Up, Graduation and Recognition for SY 219-2021**
4. The Moving Up, Graduation and Recognition for SY 219-2021 should be simple and meaningful to the learners and parents.
5. For information and guidance.

CAROLYN W. OLIVEROS
Principal I



Republic of the Philippines
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REGION III – CENTRAL LUZON
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PARTIDA ELEMENTARY SCHOOL

Enclosure No. 1 for School Memorandum No. ____ s. 2020.

COMMITTEES ON MOVING UP, GRADUATION AND RECOGNITION

1. Moving UP

A. Management Committee

Chairperson: Rodalyn O. Gaspar

Vice Chair: Mark Angelo I. Gojo Cruz

Members: Mary Rose D. Macale
Mary Grace C. Celestino

B. Food and Accommodation Committee

Chairperson: Roan C. Mabazza

Vice Chair: Mary Jane G. Loma

Members:

Maria Kristina F. Mon

Ela Q. Silvestre

Marisol D. Ladot *Miracol D. Ladot*

Liza M. Abelilla

Epifania B. Mendoza

Zoraida Abelilla

C. Awards and Certificate Committee

Chairperson: Laila A. Alfaro

Vice Chair: Judy Ann O. Pascua

Members:

Elizabeth D. Sicat

Cynthia P. Soriano

Winelyn T. Zuniega

Lorelie D. Dagupan

D. Decoration and Sound System Committee

Chairperson: Maricel P. Mamaril

Vice Chair: Maribel GC. Celso

Members:

Lenie U. Cano

Juliet T. Morante

Adrian I. Gojo Cruz

Isabelo I. Gojo Cruz Jr.

All Male Teachers

Kindergarten

SPTA

E. Demolition Committee

Chairperson: Enrique Gabonada

Vice Chair: Adrian I. Gojo Cruz

Members: Ma. Oliva GC. Gemao
Maricel S. Tamondong
Verhma I. Portento
Jenilyn T. Gojo Cruz
Abegael S. Torrero
All Male Teachers

F. Documentation Committee:

Chairperson: Joanne S. Santamena

Vice Chair: Espher M. Mendoza

Members:

Mariel M. Gojo Cruz
Doriness M. Viesca
Jenny Lyn G. Royo
Marlyn M. Rodriguez

G. Invitation and Communication Committee

Chairperson: Rodalyn O. Gaspar

Vice Chair: Mark Angelo I. Gojo Cruz

Members: Mary Rose D. Macale
Mary Grace C. Celestino
Teresa M. Macalino
Jackielyn D. Canozza
Emily Cordero
April Rose T. Arias
Violet M. Fugaban

2. GRADUATION

A. Management Committee

Chairperson: Roan C. Mabazza

Vice Chair: Mary Jane G. Loma

Members:

Maria Kristina F. Mon
Ela Q. Silvestre
Marisol D. Ladot
Liza M. Abelilla
Epifania B. Mendoza
Zoraida Abelilla

B. Food and Accommodation Committee

Chairperson: Rodalyn O. Gaspar

Vice Chair: Mark Angelo I. Gojo Cruz

Members: Mary Rose D. Macale
Mary Grace C. Celestino

Grade V

C. Awards and Certificate Committee *Grade VI*

Chairperson: Maricel P. Mamaril

Vice Chair: Maribel GC. Celso

Members:

Lenie U. Cano
Juliet T. Morante
Adrian I. Gojo Cruz
Isabelo I. Gojo Cruz Jr.

D. Decoration and Sound System Committee

Chairperson: Laila A. Alfaro

Vice Chair: Judy Ann O. Pascua

Members:

Elizabeth D. Sicat
Cynthia P. Soriano
Winelyn T. Zuniega
Lorelie D. Dagupan
All Male Teachers (Sound System)
Grade 6
SPTA/Officers of the Graduating Class

E. Demolition Committee

Chairperson: Enrique Gabonada

Vice Chair: Adrian I. Gojo Cruz

Members: Joanne S. Santamena

Espher M. Mendoza
Mariel M. Gojo Cruz
Doriness M. Viesca
Jenny Lyn G. Royo
Marlyn M. Rodriguez
All Male Teachers

F. Documentation Committee:

Chairperson: Ma. Oliva GC. Gemao

Vice Chair: Maricel S. Tamondong

Members: Verhma I. Portento

Jenilyn T. Gojo Cruz
Abegael S. Torrero

G. Invitation and Communication Committee

Chairperson: Roan C. Mabaza

Vice Chair: Mary Jane Loma

Members: Violet M. Fugaban

Teresa M. Macalino
Jackielyn D. Canosa
Emily Cordero
April Rose T. Arias

3. RECOGNITION

A. Management Committee

Chairperson: Teresa M. Macalino

Vice Chair: Jackielyn D. Canoza

Members: Violet M. Fugaban
Emily Cordero
April Rose T. Arias

B. Food and Accommodation Committee

Chairperson: Rodalyn O. Gaspar

Vice Chair: Mark Angelo I. Gojo Cruz

Members: Mary Rose D. Macale
Mary Grace C. Celestino
Epifania B. Mendoza

C. Awards and Certificate Committee - *Grade 5*

Chairperson: Roan C. Mabazza

Vice Chair: Mary Jane G. Loma

Members:
Maria Kristina F. Mon
Ela Q. Silvestre
Marisol D. Ladot
Liza M. Abelilla
Epifania B. Mendoza
Zoraida Abelilla
Grade 2 Teachers

D. Decoration and Sound System Committee

Chairperson: Maricel P. Mamaril

Vice Chair: Maribel GC. Celso

Members:
Lenie U. Cano
Juliet T. Morante
Adrian I. Gojo Cruz
Isabelo I. Gojo Cruz Jr.
All Male Teachers (Sound System)
SPTA

E. *Documentation*

Chairperson: Enrique Gabonada

Vice Chair: Adrian I. Gojo Cruz

Members: Laila A. Alfaro
Judy Ann O. Pascua
Elizabeth D. Sicat
Cynthia P. Soriano
Winelyn T. Zuniega
Lorelie D. Dagupan

Demolition

F. Documentation Committee:

Chairperson: Ma. Oliva GC. Gemao

Vice Chair: Maricel S. Tamondong

Members: Verhna I. Portento
Jenilyn T. Gojo Cruz
Abegael S. Torrero

G. Invitation and Communication Committee

Chairperson: Joanne S. Santamena

Vice Chair: Espher M. Mendoza

Members: Mariel M. Gojo Cruz
Doriness M. Viesca
Jenny Lyn G. Royo
Marlyn M. Rodriguez