


MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
OIC – Chief School Governance and Operations Division
Chief - Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public and Private Elementary and Secondary Schools
All Others Concerned

FROM : 
DORIS D.J. ESTALILLA
OIC –Office of the Schools Division Superintendent

SUBJECT : **QUARTERLY REPORTORIAL SUMMIT**

DATE : March 26, 2018

1. Relative to DepEd Order No. 36, s. 2016, otherwise known as Policy Guidelines on Awards and Recognition for the K to12 Basic Education Program, this office informs the conduct of the **Quarterly Reportorial Summit** on April 10, 2018, Tuesday (8:00 AM to 5:00 PM) at Santa Rosa Sports Complex, Santa Rosa City, Laguna.
2. This Quarterly Reportorial Summit aims to:
 - a. recognize the outstanding performances and achievements of Grades 6/10/12 in academics, leadership, and social responsibility;
 - b. provide a sense of motivation to learners, teachers and parents towards strengthening a culture of commitment and excellence; through various competition;
 - c. report various activities conducted by the City Schools Division of Cabuyao participated by learners, teachers and parents; and
 - d. promote cooperation and collaboration among various school stakeholders for continuous improvement.
3. Participants are stipulated in the attached Enclose No. 1.
4. All SDO personnel and officers are expected to be at the venue at exactly 8:00 am and all student-participants, parents, school heads and teachers are expected to be at the venue at before 1:00 pm for the registration.
5. All student - participants should wear their complete school uniforms, as well as the school heads and teachers and the schools division personnel. The parents are expected to wear their Sunday's Best dress.
6. Attached are the Enclosures No.2 (the list of Technical – Working Committees) and No. 3 (the Program matrix of Activities).
7. Expenses of this activity is charged to Special Education Fund (SEF), however travelling and other incidental expenses of the school heads/Officers- In- Charge/Teachers and

learner participants can be charged to School MOOE, subject to usual accounting and auditing rules and procedures.

8. Immediate and wide dissemination of this Memorandum is desired.

UM No. 13, s.2018

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PARTICIPANTS FOR QUARTERLY REPORTORIAL SUMMIT
April 10, 2018 (8:00 am – 5:00 pm)

The participants to this activity are the following:

A. Public Schools

Participants	TOP 5			
	Grade 6	Grade 10	Grade 12	Total
Students	90	40	30	160
Parents	90	40	30	160
TOTAL				320

B. Private schools

Participants	TOP 2			
	Grade 6	Grade 10	Grade 12	Total
Number of Students	90	39	23	152
Number of Parents	90	39	23	152
TOTAL				304

C. Special Awards

Participants	Young Scientist (if applicable only)	Young Journalist (if applicable only to national Qualifier)	Young Artist	Athlete of the Year (if applicable only to national Qualifier)	Leadership (if applicable only)	Young Entrepreneur (if applicable only)	Dance Sports	Champion/ First Place	Total
Students	28	28	28	28	28	28	8	4	180
Parents	28	28	28	28	28	28	8	4	180
TOTAL									360

D. Others

Participants	Numbers of Participants
Choirs	25
Faculty Association / Schools	220
Officers	290
School Heads	180
Teachers/ Coaches	208
Supervisors(EPS/PSDS)	19
SDS	1
ASDS	1
Chiefs(SGOD and CID)	2
SocMoNet (SEPS and EPS)	2
Monitoring and Evaluation (SEPS and EPS)	2
SGOD Staff	2
Nurses	2
Total	954
Grand Total	1938

Program Matrix/ Implementation Plan

QUARTERLY REPORTORIAL SUMMIT	
Part I: MEETING	
I.REGISTRATION	Aida V. Maraña
II. PHILIPPINE NATIONAL ANTHEM	Division Choir
III. OPENING PRAYER	Allan D. Cantallejo
IV. CALABARZON	Division Choir
V. CABUYAO HYMN	Division Choir
VI. ATTENDANCE CHECK	Michael O. Pantaleon <i>SEPS - HRDS</i>
VII. Welcome Remarks	Elvira B. Catangay, Ed.D. <i>OIC - ASDS</i>
VIII. INSPIRATIONAL MESSAGE	Doris DJ. Estalilla <i>OIC - SDS</i>
IX. City Mayor's Hour	Hon. Mayor Rommel A. Gecolea <i>City Mayor</i>
Part II: AWARDING CEREMONY	
I.REGISTRATION	Irene P. Pantonial
II. OPENING PRAYER	Allan D. Cantallejo
III. Welcome Remarks	Elvira B. Catangay, Ed.D. <i>OIC - ASDS</i>
IV. INSPIRATIONAL MESSAGE	Hon. Mayor Rommel A. Gecolea <i>City Mayor</i> Doris DJ. Estalilla <i>OIC - SDS</i>
V. AWARDING OF MEDALS AND CERTIFICATES OF RECOGNITION	Hon. Mayor Rommel A. Gecolea <i>City Mayor</i> Doris DJ. Estalilla <i>OIC – SDS</i> Elvira B. Catangay, Ed.D. <i>OIC – ASDS</i> Edna F. Hemedez, Ed.D. <i>CID Chief</i> Jose Charlie S. Aloquin, PhD <i>OIC – Chief, SGOD</i>
VI. CLOSING REMARKS	Jose Charlie S. Aloquin, PhD <i>OIC – Chief, SGOD</i>

Training Management Team and Terms of References

Designation	Name	Function
PROGRAM DIRECTOR	Doris DJ. Estalilla	Supervises the planning and implementation of the training program
PROGRAM MANAGER	Elvira B. Catangay, Ed.D	Oversees the entire program, coordinates all efforts and focuses on actual training to ensure that the program is implemented as planned
PROGRAM COORDINATORS	Jose Charlie S. Aloquin, PhD Edna F. Hemedez, Ed.D.	Sees to it that the program for the day is implemented as planned; Manages the activities for the day
LOGISTICS OFFICER	Kamille Rose S. Mendoza	Plans and secures logistics to support the training
WELFARE OFFICERS	Gilbert Bagsic Jhunel Q. Saguni Joy O. Andaya	Ensures that the provisions for health, wellness and security are taken cared of
FINANCE OFFICERS	Anneslee A. Riñon Nida E. Elago Nathalie Joy U. Ulep	Oversees the efficient allocation of funds and timely release as well as documentation for liquidation
QAME	Reyarr L. Cruz Marvin R. Vicente	Implements M and E activities and prepares report
Technical Committee	Chem Jayder M. Cabungcal	In charge of sound system
DOCUMENTERS/ PHOTO DOCUMENTERS	Chair: Reynaldo A. Talavera, Ed.,D. Co-Chair:Lourdes A. Terrones Members: OIC- Pulo NHS OIC-Pulo ES Principal- Mamatid ES Baclaran ES	Facilitates the documentation/ Takes and keep pictures before and during the activity.
Program, Awards and Certificates	Chair:Marites O. Isleta, Ed.D Co-Chairs:Belen G. Gimutao Maria Fe L. Cantalliano Members: Principal- CINHS OIC-Cabuyao Central ES North Marinig ES Bigaa INHS	Prepares list of awardees, certificates of participation, awards and recognitions and appearances
Food and Registration	Chair: Aida V. Maraña Co-Chair:Irene P. Pantonial Members: Principal Gulod ES OIC-Southville 1 ES	Facilitates the orderly distribution of foods and attends to the daily records of attendance and meal attendance
Physical Arrangement/ Demolition	Chair: Allan D. Cantallejo Co-Chair: Jennette F. Haro Members:OIC- San Isidro ES Principal- Banlic ES Principal- Niugan ES Principal- Banaybanay ES	Coordinates with the venue's in charge of physical arrangement.

	Principal- Banaybanay ES	
Ushering Committee	Chair: Racquel C. Austria, Ed.,D. Co-Chair: Jeffrey A. Astillero, PhD Members: Mamatid SHS Pulo SHS Southville 1 INHs	In charge of assisting and attending for the guests.
Masters of Ceremony	Roderick O. Delmo Katherine L. Papa	Facilitates the opening and closing programs