



MEMORANDUM

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

FROM: 
DORIS DJ ESTALILLA
OIC-Schools Division Superintendent

SUBJECT: DIVISION ZUMBA DANCE AND WELLNESS PROGRAM (PART II)

DATE: January 17, 2018

1. In line with the Civil Service Commission Memorandum Circular No. 8 s. 2011 entitled, Reiteration of the Physical Fitness Program "Great Filipino Workout" which authorizes the allotment of reasonable time for regular fitness exercise, this office informs all SDO personnel/employees to participate in the weekly Health and Wellness activities every Wednesday and Friday, 4:00PM- 5:00PM instead of January 24, 2018 it will be moved on January 31, 2018 at Cabuyao Central School Covered Court
2. The said activity aims to:
 - a. Provide baseline data for selection of physical activities for enhancement of health and skill performance.
 - b. Promote good quality of health with proper guidelines of physical fitness.
 - c. Motivation, guide and counsel each participant or personnel.
 - d. Improve productivity and increase the employees of level of physical activity.
3. Participants are the employees from OSDS, CID, SGOD, Elementary and Secondary School Heads and Cabuyao Central School staff, all school nurses and interested personnel in elementary and secondary levels.
4. Participants are advised to wear comfortable clothes; Dri-Fit shirt, leggings and rubber shoes.
5. Trainors' fee and other incidental expenses to be incurred in the conduct of the said activity shall be charged against Division MOOE/ Local funds subject to the usual accounting and auditing rules and regulations.
6. To ensure smooth conduct of the program executive and working committees are organized with corresponding terms of references. (TOR)
7. Upon registration there will be a health assessment for all the participants to ensure that they are fit to join.



A. TECHNICAL WORKING GROUP

Executive/ Chairperson	:	DR. DORIS DJ. ESTALILLA OIC-Schools Division Superintendent
CO-Chairpersons	:	DR. ELVIRA B. CATANGAY OIC-Assistant Schools Division Superintendent
	:	DR. JOSE CHARLIE S. ALOQUIN OIC- CHIEF SGOD
	:	DR. EDNA F. HEMEDez CHIEF- CID
Executive Members	:	MARIO V RAMILO JR. , ROMEL DELINGON, JOY OPIÑA, GILBERT BAGSIC & JHUNEL Q SAGUNI DIVISION NURSE
	:	MICHAEL O. PANTALEON
	:	MAMINTA ESPERANZA
	:	NOEL G. SEQUITO
	:	KAMILLE MENDOZA
	:	EUFRONIO RIVERA

B. WORKING COMMITTEES

Committees	Chairpersons	Members	Terms of Reference
Project Committee	DORIS DJ. ESTALILLA OIC-Schools Division Superintendent Co- Chairpersons ELVIRA B. CATANGAY, Ed. D OIC –Assistant Schools Division Superintendent DR. JOSE CHARLIE S. ALOQUIN OIC- CHIEF SGOD EDNA F. HEMEDez,Ed. D Chief- CID		Implement and oversee the entire aspects of the program
Program Committee	ROMEL A. DELINGON MARIO V. RAMILO, JR. JOY OPIÑA GILBERT BAGSIC JHUNEL Q. SAGUNI DIVISION NURSE	Division nurses and Health Staff	Prepare and facilitate the orderly flow of the opening and closing programs as well as the entirety of the activity.



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
City Schools Division of Cabuyao
City of Cabuyao, Laguna



Registration and Invitation Committee	MAMINTA ESPERANZA REYARR D. CRUZ	SGOD personnel	Attend to the registration of participants and distribution of invitation to all concern.
Documen - tation Committee	JHUNEL Q. SAGUNI	SGOD personnel	Prepare the records (pictures, write - ups, documents, etc.) of what was transpired in the activity.
Finance and Supply Committee	NOEL G. SEQUITO KAMILLE ROSE MENDOZA		Manage the aspect of program and budgeting; supplies, materials and equipment necessary for the facilitation of the activity
Certificates Committee	MARVIN VICENTE	SGOD personnel	Provide certificates for the program.
Physical Arrangement Committee	ROMEL A. DELINGON MARIO V. RAMILO, JR. JOY OPIÑA GILBERT BAGSIC JHUNEL Q. SAGUNI DIVISION NURSE EUFRONIO RIVERA(CID)	Division nurses Health Staff	In-charge of the venue, sound system and stage decoration.

8. For information and guidance of all concerned.

UM 030 s. 2018

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