



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III

**Tayo**  
PARA SA  
EDUKASYON

**SCHOOLS DIVISION OF NUEVA ECIIJA**

*Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100*

**DIVISION MEMORANDUM**

No. 12, s. 2016

DEP-ED-NUEVA ECIIJA  
**RELEASED**  
JAN 13 2016

**RECORDS SECTION**

**To :** OIC-Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
All Public Schools District Supervisors  
All Secondary School Principals

**From :** **RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent

**Subject :** **I LOVE MY TEACHER!**  
**A VALENTINE CONCERT FROM THE HEART**

**Date :** January 13, 2016

1. The School Governance and Operations Division (SGOD) – Social Mobilization and Networking unit spearheads the event, *I love my teacher! A Valentine Concert from the Heart* on February 19, 2016. There will be two sets of shows, 9:00AM-11:30AM and 2:00-4:30PM.
2. The event is anchored on the following objectives:
  - The primary objective of this event is to raise at least Php500,000.00 to help teachers with serious medical condition meet their critical health and medical needs.
  - This will be a great opportunity to acknowledge our great teachers for their life of service.
  - This activity will change the nature of what we can take on. Working together as a division will develop our confidence that we can orchestrate the group effort required to realize our goals. Because of this, we dare bigger dreams together.
  - This event will be a grand occasion for self-expression as talented individuals will be given time to showcase their talents.
3. All personnel of the Schools Division of Nueva Ecija are encouraged to take part in the said event to show our support to our fellow teachers.
4. Please see Enclosure no. 1 for the Concert Working Committee.
5. Any form of participation in the said event is on a voluntary basis.
6. For your information, guidance, and compliance.

  
**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent





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CONCERT WORKING COMMITTEE		
COMMITTEE	NAME/GROUP	DUTIES AND RESPONSIBILITIES
OVER-ALL CHAIRMAN	<b>RONALDO A. POZON, Ph.D., CESO V</b> <i>Schools Division Superintendent</i>	The Over-all Chairman is the final executive authority and functions as the ultimate decision-maker.
CONSULTANTS	<b>Ericson S. Sabacan, Ed.D.</b> <i>Assistant Schools Division Superintendent</i> <b>Johanna N. Gervacio, Ph.D.</b> <i>Assistant Schools Division Superintendent</i>	They provide creative input and solve issues related to the event.
Event Director	<b>Luis M. Calison</b> <i>Chief, SGOD</i>	The Event Director oversees all the aspects of event management – concept-creation to logistics which include budgeting, program, resource mobilization, marketing, partnership-building and communication. He serves as the focal person for this event.
Assistant Event Director	<b>Irylaine T. Gapud</b> <i>SEPS - SGOD</i>	She provides support to the Event Director in all aspects of event management. She will write all the necessary forms of communication as well as the documentation of the project.
Managing Directors	<b>Dr. Arnold D. De Castro</b> <i>EPS II – SGOD</i> <b>Maria Luisa L. Gamino</b> <i>PDO II - SGOD</i>	They ensure deadlines and budgets are adhered to. They direct coordination of activities and staff to prepare for the day of the event.
Concert Director	<b>Dr. Ceasar C. Lopez</b> <i>AO IV – HRMO</i>	The Concert Director creates the concert storyline and makes sure that the program goes as originally planned during rehearsal and concert proper.
Concert Creative Team	<ul style="list-style-type: none"> <li>• <b>Dr. Ceasar C. Lopez</b> <i>AO IV – HRMO</i></li> <li>• <b>School Principal IV, Dr. Monica B. Mallari</b> <i>Nueva Ecija High School</i> <i>(Anna Eloisa Ocampina, Evangeline Mejia, Anna Camille Jayma, Mary Jane Atienza, Mark Dennise De Jesus)</i></li> </ul>	This team will work together with the Concert Director. They can be tapped as support to Managing Directors.
Number-Control Committee	<b>Over-all Coordinator: Dr. Arnold D. De Castro, EPS II – SGOD</b> <b>FOCAL PERSONS</b> <b>Elementary:</b> <b>PSDSA President Bernabe Gaya</b> <b>PESPA President Alfredo Espinosa</b> <b>Secondary:</b> <b>NEPSAA President, Dr. Celia Inducil</b> <b>NEPSAA Vice-Pres., Dr. Apolonio T. Dumaya</b>	The Committee will be in-charge of number-control of attendees in the concert.





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Concert Souvenir	<b>Maria Luisa L. Gamino</b> <i>PDO II - SGOD</i>	She is responsible for concert souvenir items.
Marketing Committee	<b>SGOD – Soc Mob &amp; Networking Team</b>	The team is in-charge of event promotion through posters, tarpaulins, memos, meetings with internal and external stakeholders and other forms of media. The team will also search for potential event sponsors and create linkages.
Stage Decoration Committee	<b>School Principal IV, Dr. Monica B. Mallari</b> <i>Nueva Ecija High School</i>	NEHS led by Dr. Mallari will decorate the stage prior to the event according to the stage design conceptualized by the Event Director. Budget for the supplies needed will be provided by the Division Office.
Food & Refreshment (working committee, performers & guests)	<b>Dr. Arnold D. De Castro</b> <i>EPS II – SGOD</i>	This committee is responsible for providing food and refreshments during rehearsal and concert proper. Proper budgeting, distribution, and clean-up should be observed.
Ushering Committee	<ul style="list-style-type: none"><li>• <b>PSDS Dr. Paterno Mendoza</b> <i>Palayan City District</i></li><li>• <b>School Principal IV, Dr. Apolonio T. Dumaya</b> <i>Palayan City NHS</i></li></ul>	The ushers will welcome attendees and will assist with seating and other needs. They should know the seating arrangement and the proper flow of traffic inside the concert hall. Some will be assigned to man the concert entrance.
First-Aid Committee	<b>Dr. Antonio Felix</b> <b>Dr. Ernesto Robert Flores</b> <i>School Health &amp; Nutrition</i>	The Committee will administer first-aid when necessary.

