



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF CABUYAO  
MARINIG SOUTH ELEMENTARY SCHOOL  
PUROK 5, BRGY. MARINIG, CITY OF CABUYAO, LAGUNA

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July 07, 2023

**SCHOOL MEMORANDUM**

No. \_\_\_\_ s. 2023

**SCHOOL BASED RECOGNITION DAY**

To: Master Teachers  
Teacher I-III  
Non-Teaching Personnel  
All Others Concerned

1. Pursuant to DepEd Order N. 36, s.2016 entitled: Policy Guidelines on Awards and Recognition for the K TO 12 Basic Education Program, this office announces the conduct of School Based Recognition Day for the school year 2022- 2023 on July 12, 2023 (2:00 pm – 5:00pm) at the school covered court.
2. This activity aims to:
  - a. recognize the outstanding performance and achievement of the learners for the whole school year; and
  - b. encourage learners to strive for excellence and become proactive members of the school and society.
3. In reference to the said activity, please read the following enclosures:
  - a. Enclosure 1: Program of Activities
  - b. Enclosure 2: Program Management Team and Terms of References
4. Awardees are expected to attend the general practice on Monday, July 10, 2023 from 1:00 to 3:00 in the afternoon at the school covered court.
5. They are advised to observe minimum health standards set by the department and IATF.
6. Immediate dissemination of this memorandum is highly desired.

  
**EMMANUEL B. CERDA**  
Principal II

Enclosure: As Stated

Reference: RA 9155

To be indicated in the Perpetual Index  
under the following subjects  
RECOGNITION

RBB /SM Recognition Day

July 6, 2023



Purok 5, Brgy. Marinig, City of Cabuyao, Laguna 4025  
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Enclosure 1

**SCHOOL-BASED RECOGNITION DAY**

JULY 12, 2023  
2:00- 5:00 PM  
PALATUNTUNAN

PROSESYONAL

PANALANGIN..... Mary Jane Marquez  
PAMBANSANG AWIT ..... AVP  
CALABARZON MARCH,CABUYAO HYMN,MSES HYMN.....AVP

PAMBUNGAD NA PANANALITA..... Emmanuel B. Cerda  
Punongguro

PAGBATI.....Christopher R.Diaz  
SDS  
Belen G. Gimutao  
PSDS  
Emiliano T. Lirio  
Punong Barangay

PAGBIBIGAY NG NATATANGING PARANGAL

PANGWAKAS NA PANANALITA ..... Nelson Delfinado  
GPTA President

PANAPOS NA PANALANGIN ..... Marimar V. Valenzuela

RESESYONAL

Jhenelyn B. Villegas at Lilibeth P. Villamin  
Guro ng Palatuntunan



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Enclosure 2

**SCHOOL BASED RECOGNITION DAY**  
July 12, 2023

**PROGRAM MANAGEMENT TEAM AND TERMS OF PREFERENCES**

<b>DESIGNATION</b>	<b>Key Person/s Involved</b>	<b>Function/s</b>
Program Director	Emmanuel B. Cerda	Supervises the planning and implementation of the activity
Program Managers	Grade Three Teachers	Oversee the entire program, coordinates allefforts and focuses on actual activity to ensure that the program is implemented asplanned
Program Coordinators		Ensure that the program for the day is ented as planned; manage theactivities for the day
Refreshment	Imelda M. Librojo Maria Eda C. Lapidez Jingie D. Ulgasan	cks provisions and distribution to the participants
Sound and Physical	Edgar G. Aquino Juan Mario P. Yumena Utility Workers	Prepare and assure functional sound system and adequate seats
Welfare and Orderline ss	Grade Three Teachers	sure that the provisions for health, wellness and security are in place
Monitoring and Evaluation	Marieta C. Tayo	Responsible for designing and implementing the M&E of the activity
Documenters	Grade Four Teachers	Take note of important details, prepare documentation and accomplishment report
Secretariats	Grade Two Teachers	Prepare attendance and give assistance on the floor
Program Facilitator	Jhenelyn B. Villegas Lilibeth P. Villamin	Facilitate the meeting.



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