



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

July 7, 2023

SCHOOL MEMORANDUM

No. _____ s. 2023

END- OF -SCHOOL YEAR RITES FOR THE SY 2022-2023

To: Master Teachers
All Teachers
All Others Concerned

1. In Compliance to the Dep Ed Order no.09 S.2023 titled: An Order Updating the Multi-Year Implementing Guidelines on the conduct of the K to 12 Basic Education Program End-of-the-School-Year Rites, this office announces the conduct of the End of the School Year, Graduation Rites of Grade Six Pupils on July 11, 2023 from 7:30 Onwards at the school covered court.

2. This activity aims to:


- a. follows the provisions of this DO as the basis in the conduct of graduation ceremony.
- b. informs all concerned teachers to be guided as indicated in the enclosure attached herewith.

3. In reference to this activity, please refer to the following enclosure:

- a. Enclosure 1: Program of Activities
- b. Enclosure 2: Program Management Team and Terms of Reference

4. For more information and inquiries, you can contact Emmanuel B. Cerda at the Office of the Principal.

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


EMMANUEL B. CERDA
Principal I

Encl: As stated
Reference: DepEd Order No. 09 s. 2023

To be indicated in the Perpetual Index
Under the following subjects

GRADUATION RITES



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Enclosure 1

P R O G R A M M E

- I. PROSESYONAL
- II. PAMBANSANG AWIT
- III. PANALANGIN
- IV. MAKABAYANG AWIT
 - CALABARZON MARCH
 - LAGUNA MARCH
 - CABUYAO MARCH
 - MARINIG SOUTH ES HYMN
- V. PAMBUNGAD NA PANANALITA
- VI. PAGPAPAKILALA SA MGA MAGSISIPAGTAPOS
- VII. PAGPAPATUNAY / PAGPAPATIBAY NG PAGTATAPOS
- VIII. PAGGAWAD NG SERTIPIKO NG KATIBAYAN
- IX. PAGGAWAD NG MEDALYA AT SERTIPIKO SA MGA BATANG MAY KARANGALAN
- X. MENSAHE
- XI. PAGPAPAKILALA SA PANAUHING PANDANGAL
- XII. MENSAHE
- XIII. PANUNUMPA NG MGA NAGSIPAGTAPOS
- XIV. AWIT NG PAGTATAPOS
- XV. PASASALAMAT
- XVI. RESESYUNAL





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Enclosure 2

END-OF-SCHOOL YEAR RITES FOR THE SY 2022-2023
GRADUATION RITES OF GRADE SIX PUPILS

July 11, 2023 from 7:30 Onwards

Program Management Team and Terms of References

DESIGNATION	NAME	FUNCTION
Program Director	EMMANUEL B. CERDA	Supervises the planning and implementation of the program.
Program Manager/s	LEILA F. JAVIER EDELENE T. ESCALANTE	Oversees the entire program, coordinates all efforts, and focuses on actual activity to ensure that the program is implemented as planned.
Program Coordinators	LILIBETH P. VILLAMIN BEVERLY R. CABATO KIM ALDEN O AIDALLA	Ensure that the program for the day is implemented as planned, manage the activities for the day.
Awards Committee	MARIA EDA C. LAPIDEZ DORIS D. HERBOSA IMEE CZERINA D. DELOS SANTOS MERIAM A. LABONETE	Prepares/assists awards, recognitions, and certificates of graduates.
Logistics Officer	MYRNA B. BONAGUA PRINCESS GLORIE R. SANCHEZ LEONIDA L. ABAÑO MERLY T. SAYGO	Plan and secure logistics to support the activity.
Refreshment	ALICIA M. GUEVARA JOY M. NIDOY DIANA JEAN D. LOZADA	Ensures snacks provisions and distribution to the participants.
Welfare and Orderliness	JULIETA M. CAYAS ZENAIDA D. ALLAYBAN MYLEN O. CORDENETE VILMA R. DOROL VILLA A. CERDA	Ensure that the provisions for health, wellness and security are in place.





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Finance Officers	SUSAN P. BERMILLO MARIA CORAZON J. BALTAZAR	Oversee the efficient allocation of funds and timely release of payments as well as documentation for liquidation.
Documenters	MARIANE L. CIDRO MARICEL B. SUMA-OY ROSEFE B. BERNABE JULIA B. RIZALDO MARIMAR V. VALENZUELA LUNINGNING P. MABUTI	Take note of the important details, prepare documentation and accomplishment report.
Monitoring & Evaluation	MARIETA C. TAYO JUAN MARIO P. YUMENA	Responsible for designing and implementing the M&E activities of the training
Program Facilitators	ROSE KAREEN T. RAYEL IMELDA M. LIBROJO	Prepares and facilitates the opening and closing program
Hall and Sound Preparation	ARTURO P. GALANG EDGAR G. AQUINO	Prepare and assure functional sound system and convenient hall accommodation and ventilation for conducive learning.
Secretariat	MARIA SHIELA SJ. VENECIO JHENELYN B. VILLEGAS JINGIE D. ULGASAN DYRILLE R. VALENCIA	Attend to the daily records of attendance, meal attendance, prepare certificates of participation, recognitions, and appearances.
Stage Decoration	MICHELLE T. PEÑA LOVELLA I. CORDENETE CATHERINE N. ANABO MARY JANE M. TOCMO	Prepare and assure the function of stage and its set up.

