



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLLO
NAZARENE VILLE ELEMENTARY SCHOOL
SAN ROQUE, ANTIPOLLO CITY

March 6, 2024

SCHOOL OFFICE MEMORANDUM

To : Homeroom PTA Officers
School PTA Officers/BOD
Kindergarten-Grade 6 Teaching Personnel
Non-teaching Personnel
Others Concerned

**MEETING OF TECHNICAL WORKING GROUP
FOR THE END-OF-SCHOOL-YEAR RITES 2024**

1. This office announces the conduct of a meeting of all Committee Team Leaders and Co-Team Leaders for EOSY Rites 2024 tomorrow, March 7, 2024, at 3:30 PM at the main school campus.
2. The following will act as Technical Working Group in every committee:

Committee before, during, and after the program	Persons/ Grade Levels In-Charge	Team Leader/s	Co-Team Leader/s
Venue/Accommodation/ Stage Decoration/Photo Ops	Grade 3 Teachers Kindergarten & Grade 6 HPTA Officers SPTA Officers	Reynaldo C. Bricia Victor Bohol, Jr.	Marjorie Mata Wilma Talingting
General Practice, Hosting, Intermission Numbers and Program Flow	Graduation – Kindergarten Teachers Completion – Grades 1-5 Chairmen Recognition – Grade 6 Teachers	Ermeliza C. Villamayor Luz A. Quilang Milarosa J. Cabacaba	Jocelyn C. Ramos Alex H. Hitois Jenny Anne R. Talamisan
General Cleanliness and Orderliness/CR/Venue Maintenance	Kindergarten Homeroom PTA Officers Grade 6 Homeroom PTA Officers Grades 1-5 Homeroom PTA Officers	Christy Articulo Margie Obillo	Sahlee delos Santos
Programme/Invitation/Tarpaulins	Grade 4 Teachers	Christy A. Figurasin	Glenn D. Cruz
-Medals/Certificates *Trophies (if any) -Sounds and Lights/ MS PowerPoint Presentation/s	Grade 5 Teachers	Francisco H. Hitois	Kissel L. Tejero
Transportation of Materials to and from the venue (before and after the program)	Grade 1 Teachers Cornelio Mede Glenda C. Arao	Maybelle B. Navarrete	Christy E. Articulo



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	Rowena C. Gorion Ermeliza C. Villamayor Buboy Gomez		
Peace and Order/Security/Parking/Management of Attendees	Other SPTA Officers	Ardee Tabago	Larry Villacortes
Health and safety Protocols/Monitoring and Evaluation/Narrative Report/Other MOVs	Grade 2 Teachers	Pearl Charmainne A. Bersida	May S. Condino
Snacks/Meals	Grade Level Chairmen Randy Caronan Hyacynth Malagueño	Emelyn N. Aliganga Maybelle B. Navarrete	Thelma I. Sabeniano Ruthie V. Rivera

3. Separate Meetings of every committee will be scheduled by concerned Team Leaders. Minutes of Meeting and Attendance shall be submitted to this office.

4. For information, dissemination, and compliance.


GEOFFREY T. UNIDA
School Principal I