



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



24 November 2020

Regional Memorandum

**SCHEDULE OF ACTIVITIES AND LIST OF WORKING COMMITTEES
DURING THE REGIONAL MEN'S DAY CELEBRATION**

To **Schools Division Superintendents**
Regional Office's Functional Division Chiefs

1. Pursuant to Regional Memorandum No.497, s. 2020, this Office invites all male teaching and non-teaching personnel to participate in the Regional Men's Day Celebration on 27 November 2020 from 8:00 a.m. to 3:30 p.m. via CALABARZON Facebook Page. Please see attached Schedule of Activities and List of Working Committees for guidance and reference.
2. For more queries and clarifications, please contact Mark Anthony R. Malonzo through 8647-7487 loc. 460 or 462 or e-mail at hrd.calabarzon@deped.gov.ph or neap.calabarzon@deped.gov.ph.

RUTH L. FUENTES
Assistant Regional Director

hrdd/neap/marm



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Schedule of Activities
Regional Men's Day
November 27, 2020 via CALABARZON's Facebook Page

ACTIVITIES	TIME/ DURATION	PERSON/S RESPONSIBLE
AM SESSION		
Preliminaries	8:30 a.m. - 9:00 a.m.	BRAVE MEN Members/ Officers
Oath Taking of CALABARZON BRAVE MEN Officers	9:00 a.m. - 9:30 a.m.	RD Wilfredo E. Cabral
Announcement of Winners for Logo and Tagline Making Contest	9:30 a.m. - 9:45 a.m.	BRAVE MEN Officers
Welcome Message	9:45 a.m. - 10:00 a.m.	RD Wilfredo E. Cabral
Message		USec. Nepomuceno A. Malaluan
Message		USec. Diosdado M. San Antonio
Talk on MOVE Advocacy	10:15 a.m. - 11:00 a.m.	Mr. Ricky Bunao
Symposium/ Q&A	11:00 a.m. - 11:50 a.m.	BRAVE MEN Officers
Presentation of Certificate of Recognition	11:50 a.m. - 12: 00 noon	RD Wilfredo E. Cabral/ ARD Ruth L. Fuentes
BREAK		
PM SESSION		
MOVE Chapter Advocacies of the Province"	1:00 p.m. - 1:15 p.m.	MOVE President/Officer, Cavite Chapter
	1:15 p.m. - 1:30 p.m.	MOVE President/Officer, Laguna Chapter
	1:30 p.m. - 1:45 p.m.	MOVE President/Officer, Batangas Chapter
	1:45 p.m. - 2:00 p.m.	MOVE President/Officer, Rizal Chapter / GAD Focal Person
	2:00 p.m. - 2:15 p.m.	MOVE President/Officer, Quezon Chapter
Open Forum with the CALABARZON MOVE Chapter Presidents/Officers	2:15 p.m. - 3:30 p.m.	Guests, moderators and audience

Working Committee
Regional Men's Day
November 27, 2020

Communication

Name	Tasks
Lead: JEROME A. CHAVEZ	<ol style="list-style-type: none"> 1. Prepare communication letter/s for the invited guests (RD Banua, Presidents/ Officers of MOVE Provincial Chapters) 2. Secure confirmation and coordinate with the Program Committee 3. Closely communicate with the invited guests and the online links/ invites to join the conference
Members: EDWIN V. LUCERO - Cavite Province FELIX FRANCIS D. FAJARITO - Batangas Province FELICISIMO M. MARANA - Laguna Province ANIVER M. VERGARA - Rizal Province CARMELO EUSEBIO P. ALTAMIRA - Quezon Province	

Program and Technical

Name	Tasks
Lead: MARK ANTHONY R. MALONZO	<ol style="list-style-type: none"> 1. Prepare preliminaries for the activity 2. Manage smooth program flow 3. Coordinate with ICTU for live broadcast
Members: JOSEPH CHRISTIAN C. TAPIRE - SDO LIPA CITY KENRICK L. VILLANUEVA - SDO STA. ROSA CITY MARK ANTHONY ESPIRITU – RO JONALYN PATTALITAN – RO	

Certificates

Name	Tasks
Lead: JOSEPH C. DAMIAN	1. Ensure timely issuance of e-certificates for the guests, winners and participants 2. Prepare link for online attendance, and feedback report
Members: ERWIN S. RICABLANCA – RO PHILIPS T. MONTEROLA – RO	

Documentation

Name	Tasks
Lead: MARICRIS R. TADIOAN/ JONALYN PATTALITAN	1. Prepare documentations, (video, photo, narrative) for issuance in the TEAnig ng CALABARZON 2. Submit articles for possible publications 3. Prepare and submit Activity Completion Report
Members: PASCUAL C. LA ROSA - SDO LUCENA CITY RONALD L. MANAIG - SDO CALAMBA CITY DANILO M. MUTIA - SDO TANAUAN CITY JOSE FELIX HERNANDEZ – SDO BATANGAS CITY	

T-Shirts and Cash Prizes

Name	Tasks
Lead: MELIZA LIPORADA	1. Facilitate Cash Advance for the Prizes 2. Ensure completeness and quality of polo shirts 3. Prepare Acknowledgment of Receipt for the Polo Shirts
Members: ALL SDO LIAISON OFFICERS ALL FD Representatives	