DIVISION MEMORANDUM
No. 34 s. 2018

To:      OSDS Personnel
         CID Personnel
         SGOD Personnel
         Secondary Principals/ Head Teachers
         This Division

From:    ROY ANGELO E. GAZO, CESO V
         Schools Division Superintendent

Date:    February 20, 2018

Subject: Corrigendum and Addendum to Division Memo No. 71 s. 2018 re: Senior High School Expo and Job Fair

1. The field is hereby informed of the change of schedule of activities in preparation for the Senior High School Expo and Job Fair as stipulated in Division Memo. No. 71 s. 2018 dated February 13, 2018. The new schedule as follow:
   a. February 21, 2018 – Submission of SHS sample products and SHS brochure by school at LNNCHS grandstand
   b. February 23, 2018 – Final meeting of the working committee at LNNCHS, 8:00AM
   c. February 26 – 28, 2018 – Putting up for display at the designated/ identified area.

2. Attached is the Corrected List of Working Committees for your reference.

3. Other provisions on Division Memo No. 71 s. 2018 are still in effect.

4. For information, guidance and compliance
### Senior High School Expo and Job Fair
#### TECHNICAL WORKING COMMITTEE

**Over all Chairman**
- **Roy Angelo E. Gazo**, CESO V, Schools Division Superintendent
- **Mary Ann M. Allera**, Assistant Schools Division Superintendent
- **Myrna Lyn M. Marohom**, CID Chief Supervisor
- **Maria Carmela T. Ablin**, SGOD Chief Supervisor

<table>
<thead>
<tr>
<th>Committee</th>
<th>In-charge</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration &amp; Certificates</strong></td>
<td><strong>Chairman:</strong> Belen T. Bastillada&lt;br&gt;<strong>Co-Chair:</strong> Jennifer Intong&lt;br&gt;<strong>Members:</strong> Carolina Clarito, Celia Vios, Clair Banguis, Fiel Robinson Sevilla</td>
<td>• Prepare registration form and attendance sheet&lt;br&gt;• Set up registration table&lt;br&gt;• Prepare and print certificate of appearance, participation and recognition</td>
</tr>
<tr>
<td><strong>Invitation</strong></td>
<td><strong>Chairman:</strong> Mary Arlene Carbonera&lt;br&gt;<strong>Co-Chair:</strong> Bridget Abalorio&lt;br&gt;<strong>Members:</strong> Leticia Lagura, Norhattah Daud, Jamila Arumpac, Rodeosita Anne O. Pancipan, Imelda Gerali</td>
<td>• Contact stakeholders and speakers&lt;br&gt;• Prepare the list of participants and guests&lt;br&gt;• Prepare and print the letter invitation&lt;br&gt;• Send/mail/distribute letters to invited guests</td>
</tr>
<tr>
<td><strong>Souvenir Program &amp; Tarpaulin</strong></td>
<td><strong>Chairman:</strong> Marife Vicoy&lt;br&gt;<strong>Co-Chair:</strong> Florderick Velarde&lt;br&gt;<strong>Members:</strong> Francisca Mugot, Vilma Mangubat, Superiano Maglangit, Genevieve Cruz, Melchora Batinggal, Sherwin Melegrito, Ivy Madronero, Azeca Andrin, Matthew Edon</td>
<td>• Coordinate with Program proceedings committee on the flow of the program and print the program of activities&lt;br&gt;• Prepare the SHS Product Expo Program&lt;br&gt;• Prepare/distribute SHS brochure&lt;br&gt;• Ensure each school has SHS brochures&lt;br&gt;• Prepare and hang tarpaulin</td>
</tr>
<tr>
<td><strong>Program Proceedings</strong></td>
<td><strong>Chairman:</strong> Robin Tabar&lt;br&gt;<strong>Co-Chair:</strong> Rodulfo Villarosa&lt;br&gt;<strong>Members:</strong> Jhoan Andot, Myra Mebato, Vellma Lou Alimanza, Glenn Ruben B. Roa, Lorito B. Retiza Jr., Jovanny Pangasian, Mirasol Salar da, Jeffrey Fabian C. Barrientos, Jhonric N. Bravo, Joy Mugot, Hazel Jerusalem</td>
<td>• Ensure the sounds and lights&lt;br&gt;• Prepare the flow of the program and submit to souvenir program committee for printing&lt;br&gt;• Contact emcee, persons to give impressions &amp; best practices&lt;br&gt;• Ensure that the presenters are at the backstage prior to their presentation&lt;br&gt;• Coordinate with Academic Product exhibit/SHS big shot committee for the SHS big shot performers.</td>
</tr>
<tr>
<td><strong>Site Layout and Physical Arrangement</strong></td>
<td><strong>Chairman:</strong> Joselito Epe&lt;br&gt;<strong>Co-Chair:</strong> Leonilo Gorecho&lt;br&gt;<strong>Members:</strong> Apolonio Marohom, Superiano Maglangit, Dante Alboroto, Wahab Smith</td>
<td>• Coordinate with MCC management for the use of the gym&lt;br&gt;• Prepare the design and physical set up of the venue including the ribbon cutting&lt;br&gt;• Prepare the plan on the assigned area expo and job fair</td>
</tr>
<tr>
<td><strong>TVL Product Exhibit</strong></td>
<td><strong>Chairman:</strong> Emma Labunog&lt;br&gt;<strong>Co-Chair:</strong> Leonilo Gorecho&lt;br&gt;<strong>Members:</strong> Claudia Burgonia, Eduvigis Gandionco, Danilo Anticamarra, Dante Alboroto</td>
<td>• Coordinate with the principals on OSOP (one school one product)&lt;br&gt;• Check/quality assured the products display, well packaging &amp; labelling including the services&lt;br&gt;• Check the arrangement of the display area</td>
</tr>
<tr>
<td><strong>Health &amp; Sanitation</strong></td>
<td><strong>Nurses</strong></td>
<td>• Respond to the first aid emergencies on the venue</td>
</tr>
<tr>
<td>Committee</td>
<td>In-charge</td>
<td>Task</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Academic Product Exhibit & SHS Big Shot**  | **Chairman:** Angelito Barazona  
**Co-Chair:** Maria Eva Edon  
**Members:** Erl Villagonzalo, Monisa Maba, Belen Bastillada, Lorraine Olavides, Pablo Nisnisan, Bienvinida Nisnisan, Francisca Larin | • Coordinate with the principals on academic outputs display and presentation of talents for SHS big shot  
• Quality assured the performances/presentations of SHS students of the assigned schools  
• Coordinate with the program proceedings committee |
| **Sport Product Exhibit**                    | **Chairman:** Ervin Planas  
**Co-Chair:** Robin Tabar  
**Member:** Letecia Lagura | • Check/quality assured the products/outputs display, packaging & labelling  
• Check the arrangement of the display area |
| **SHS Learning Resources Exhibit (LRMDS)**   | **Chairman:** Connie Emborong  
**Co-Chair:** Myles Sayre  
**Members:** Rene Monteza, Josephine Regis, James Bongcawil, Jocelyn Camiguin | • Coordinate with the principals output display  
• Check/quality assured the products/outputs display, packaging & labelling  
• Check the arrangement of the display area |
| **Ushers/Ushertettes**                       | **Chairman:** Letecia H. Lagura  
**Co-Chair:** Emma Labunog  
**Members:** Anisah Sinal, Imelda Gerali, Rodeoscita Anne O. Pancipanci, Ivy Madronero, Kristine Jutba-Timo | • Assist, ushers the guest and visitors  
• Coordinate with the committee on physical arrangement on the sitting arrangement of the guests and participants |
| **Job Fair and Venue preparation**           | **Chairman:** Lydia Linggolinggo  
**Co-Chair:** Erl Villagonzalo  
**Members:** Ervin Planas, Samanira Saripada, Jocelyn Manosa, Gerlyn Bihag, Estella Ymbong | • Tap the service providers like DTI, DOLE, PESO, etc  
• Usher student-applicants for job interview  
• Coordinate with Invitation committee  
• Set up tables and chairs at the Provincial Trade Center |
| **Documentation & Newsletter production**    | **Chairman:** Maria Eva Edon  
**Co-Chair:** Monisa Maba  
**Members:** Wilma Obatay, Francisca Larin, Vilma Mangubat, Rene Monteza, Genevieve Cruz | • Take note of the entire proceedings/preliminaries  
• Take pictures or videos of the activities  
• Prepare and submit the narrative report  
• Produce & distribute newsletters |
| **Food**                                     | **Chairman:** Teresita Ilago  
**Co-Chair:** Marilou Apat  
**Members:** Marie Vicoy, Gerlyn Bihag, Imelda Sundad, Fatima Mananggolo | • Prepare menu and coordinate with the caterer  
• Coordinate with the invitation committee for the invited guests  
• Assign SHS FBS students as service crew |
| **Stage Decoration/Pamanay**                | **Chairman:** Samanira Saripada  
**Co-Chair:** Sitte Asah Abbas  
**Members:** Imelda Sundad, Jocelyn Manosa, Indira Abdul, Norma Mamo, Maimona Mangoranda, Omaira Ampatua | • Decorate the stage and set up table and chairs  
• Put up the pamanay in the vicinity |
| **Security and Safety**                     | **Chairman:** Joselito Epe  
**Co-Chair:** Apolonio Marohom  
**Member:** Wilma Obatay | • Coordinate with law enforcers for the security of guests  
• Facilitates the orderly entrance and exit of the participants  
• Ensure the proper conduct and decorum of the participants |
<table>
<thead>
<tr>
<th>Committee</th>
<th>In-charge</th>
<th>Task</th>
</tr>
</thead>
</table>
| **Accommodation of Visitors** | *Chairman:* Tereista Ilago  
*Co-Chair:* Connie Emborong  
*Members:* Richelle Tura, Ivy Madronero, Gerlyn Bihag, Lorraine Olavides | • Coordinate / arrange with the hotel management on the number of guests to be accommodated on specified dates  
• Prepare rooming list |
| **Stage Construction/Electrical Works** | *Chairman:* Norjana Macasimpan  
*Co-Chair:* Rafael Cayanan  
*Members:* Amendin Amer, Romeo Catubig, Jungie Palma, Gerlyn Bihag, Jocelyn Manosa | • Construct / Install/ Set up Stage  
• Borrow tents |
| **Linkaging & Partnership**   | *Chairman:* Rasmila Cosain  
*Co-Chair:* Daniel Deluna  
*Members:* Lady Ann Cabahug, Pendatun Ampay, Ivy Jumawan | • Look partners for the Job fair  
• Coordinate with Invitation Committee for the invites |
| **Crowd Control**             | *Chairman:* Ariel Sayre (BSP)  
*Co-Chair:* Arlene Manginsay (GSP)  
*Members:* select LDN BSP and GSP | • Crowd control in identified points |
| **After Care**                | *Chairman:* Armando Pasok  
*Co-Chair:* Superiano Maglangit  
*Members:* Romeo Catubig, Julieto Laride | • Coordinate with the schools to ensure the cleanliness of the Provincial Trade Center after the event |