



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

December 05, 2022

Division MEMORANDUM

No. 777 , s. 2022

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors / District-in-Charge
School Heads / Teachers-in-Charge
Teachers and Master Teachers
This Division

**ORIENTATION ON CYBERBULLYING AFFECTING LEARNERS AND RA 9208
CUM CULMINATION OF THE 18-DAY CAMPAIGN TO END VAW**

1. The field is hereby informed that the division culminating activity of the 18-Day Campaign to End Violence Against Women will be on **12 December 2022 (Monday), 8:00 A.M. to 5:00 P.M.** at Mabua, Tandag City.
2. During the culmination, all men and women human resource of this division are required to **WEAR ORANGE** whether they are on- or off-site.
3. The meals and snacks of the participants will be charged to the Division MOOE.
4. For further inquiries and clarifications, you may contact **EPS-II Erlyn G. Mangadlao** of the School Governance and Operations Division – Human Resource Development.
5. The members of the **Program Management Team** (Enclosure 01) shall convene on **07 December 2022 at 3:00 p.m.** for a **Pre-Work Meeting** to ensure the smooth flow of the activity (Enclosure 02).
6. For your guidance and action. Immediate dissemination of this Office Memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent



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Encl.: as stated

Reference/s: PCW Memorandum Circular No. 2022-04: Guide for the 2022

Observance of the 18-Day Campaign to End VAW

To be indicated in the Perpetual Index

under the following subjects:

Gender and Development

HRD-initiated

Orange Your Icon 2022

18-Day Campaign to End VAW

MAN//DM- ORIENTATION ON CYBERBULLYING AFFECTING LEARNERS AND RA 9208 CUM CULMINATION OF
THE 18-DAY CAMPAIGN TO END VAW 771 /December 05, 2022





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Enclosure 01 of Division Memorandum No. 777, s. 2022

PROGRAM MANGEMENT TEAM

Position	Name of In-charge	Terms of Reference
Program Manager	MARY LUZ B. ADVINCULA-NIERE	The Program Manager prepares the design proposal and all its attachments, serves as the overseer of the event, compiles all Curriculum Vitae and Resource Packages prepared by the Learning Facilitator, and finalizes the Completion Report.
Training Manager	ERLYN G. MANGADLAO	The Training Manager focuses on the actual activity, particularly in the lectures and workshops, to ensure that the program is implemented as planned; and formally informs those who have parts in the Opening and Closing Program.
Logistics Manager	JHONY B. ORZALES LIZA SUAREZ LIEU GEE KEESHIA C. GUILLEN II JHUN CLIFFORD REYNA	The Logistic Manager shall ensure that all the materials are set in the venue and the meals and snacks are served to the participants based on the list of menu.
QATAME Associate	MARIETO CLEBEN V. LOZADA	The QATAME Associate shall prepare the M&E tool that will be used and forward the link to the HRD for dissemination, and forwards update to the Documenter about the responses during the event.
Wellness and Welfare Officers	ENGR. LEA G. GURIMBAO	The DRRM Officer or Representative shall ensure that the safety measures for a venue are met.
	JOANNE H. BALAN, RN	The H&N Representative shall ensure that the Minimum Health Standards are met in the venue, record instances when participants have their Blood Pressure and other health concerns are checked, and checks body temperature of participants upon entry to the venue.
Video Production and Live Streaming Crew	VON JASON A. CASA MARVIN G. MINGUILLAN BILL A. PASCO	The Istudyio Madayaw Crew shall take charge of the video recording and editing of speakers and top management and of the audio-visual presentations needed during the opening and closing programs during the live stream. They shall also prepare the videos for the preliminary and closing program.
Quiz/Game Masters	ALEX S. MISTULA JOIELYN D. PASCO	Shall the trivia/game/contest mechanics, criteria, and prizes for the culminating activity.
Learning Facilitators	MARY LUZ B. ADVINCULA-NIERE, MBA ERLYN G. MANGADLAO SHIRLENE E.	The Learner Facilitator shall prepare their Resource Package prior to the event and submit to the HRD for quality assurance. They must also prepare 5 questions per topic which will be consolidated to become the basis in making the Pre-Test and Post Test. They must



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	CRABAJALES, JD MEGENILLA L. GUILLEN, PhD	also be the facilitators during breakaway sessions.
Documenters/ Hosts	JOEVANIE M. DEMAFILES LIEU GEE KEESHIA C. GUILLEN	The photographer documents all the highlights of the activity/training and arrange them with caption to form part of the Completion Report, and prepares minutes highlighting the clarifications/concerns raised and the responses thereto. They shall also host the entire program and assign people for the challenge and impressions.
Documenters/ Secretariat	GIRLIE A. CONCON LIEU GEE KEESHIA C. GUILLEN CLAIRE ANN P. GONZAGA MELCHOR O. CATCHA	The secretariat shall prepare the Attendance Sheet, Reflection Notes, Learning Application Plan, ensure that the details on the List of Participants are correct, participants pre-registered in the LDIS and answered the Profiling link, check the Pre-Test and Post Test, prepares the List of Scores, and prints updates on M&E.



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Enclosure 02 of Division Memorandum No. 777, s. 2022

PROGRAM MATRIX

12 December 2022 (Monday)

Date/Time	Topic/Activity	Responsible Person/s
07:30 – 08:00 A.M. (30 mins.)	Registration	CLAIRE ANN P. GONZAGA Division Librarian
08:00 - 08:45 A.M. (45 mins.)	Preliminaries	
	- Prayer	An MADAYAW Chorale
	- National Anthem	An MADAYAW Chorale
	- Opening Remarks	GILBERT L. GAYRAMA, PhD, CESE Assistant Schools Division Superintendent
	- Inspirational Message	JOSITA V. CARMEN, CESO V Schools Division Superintendent
	- Statement of Purpose	ELVIRA S. URBIZTONDO, PhD SGOD Chief Education Supervisor
	- House Rules - Acknowledgement of Participants	ERLYN G. MANGADLAO Education Program Specialist II – HRD
08:45 – 10:15 A.M. (1 hour, 30 minutes)	Session 1: VAW: By the Numbers (World Economic Forum's Global Gender Gap Report 2022)	MARY LUZ B. ADVINCULA-NIERE Senior Education Program Specialist – HRD
10:15 – 10:30 A.M. (15 minutes)	EVAW Trivia Quiz	JOIELYN D. PASCO AO-II
10:30-12:00 P.M. (1 hour, 30 minutes)	Session 2: Cyberbullying affecting Learners	MEGENILLA L. GUILLEN, PhD Education Program Supervisor
12:00 – 1:00 P.M.	LUNCH BREAK	



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Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

(1 hour)		
01:00 – 02:30 (1 hour, 30 minutes)	Session 3: R.A. 9208 - Anti-Trafficking in Persons Act of 2003	SHIRLENE E. CRABAJALES, JD Administrative Officer V
02:30 – 02:45 P.M. (15 minutes)	SNACK AND HEALTH BREAK	
02:45 – 03:00 P.M. (15 minutes)	Intermission Number	Select Division Personnel Newly Hired AOs
03:00 – 04:00 P.M. (1 hour)	Session 4: Orange Your Icon Advocacy Milestones	ERLYN G. MANGADLAO Education Program Specialist II – HRD
04:00– 4:15 P.M. (45 minutes)	Crafting Professional Reflection Notes and Learning Action Plan	MELCHOR O. CATCHA Project Development Officer I
04:15 – 05:00 P.M. (45 mins.)	Impressions	JUNE GUERRA Administrative Officer IV
		ENGR. LEA G. GURIMBAO Project Development Officer II
	Challenge	EPPIE CABRERA Administrative Officer V
	Closing Remarks	FLUELLEN L. COS, PhD Chief – CID
	Closing Prayer	DR. FLORIDA M. WAHING Dentist

Hosts:

JOEVANIE M. DEMAFILES
Education Program Specialist - II

LIEU GEE KEESHIA C. GUILLEN
Project Development Officer - II