



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

November 24, 2021

**To: OIC – Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/ Coordinators  
Public Schools District Supervisors  
Heads of Public Elementary and Secondary Schools  
All Concerned**

Dear Sirs/ Mesdames:

Please be informed that there will be a face-to-face meeting of the Technical Working Group for the 2021 Virtual Division Schools Press Conference on November 26 and 27, 2021 from 8:00 AM to 5:00 PM at TBI/RBI Room, Old Division Office, Kalibo, Aklan.

Compliance with health and safety protocols are to be observed as articulated in the Inter-Agency Task force (IATF) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with amendments as of June 30, 2021 as well as the existing health protocols in the locality.

The purpose of the meeting are the following:

1. Finalization of the lectures and presentation;
2. Recording for the opening and closing ceremonies; and
3. Preparation for the 2021 Virtual DSPC studio and dry run.

The TWG is entitled to Service Credits for their services rendered during weekends and holidays but not to exceed 15 days per year in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to teachers. On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) for their services rendered during weekend and holidays as per Civil Service Commission (CSC) and Department of Budget and management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered. The management team shall have prepared attendance sheet/logbook for the team members to record their actual time to this effect.

There will be meal allowance provided for the participants on-site chargeable against local fund subject in the existing accounting and auditing rules and regulations.

Attached is the list of participants.

Very truly yours,

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

**Division Letter**  
**No. 26 s. 2021**





Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

List of the members of the Technical Working Group

No.	Name	Committee	Designation
1	Dennis E. Bontogon	Awards and Certificates	Master Teacher 2
2	Ma. Chrsitine P. Tejada	Records & Documents	Teacher 3
3	Grichelle O. Pelayo	Communication	Teacher 1
4	Mar P. Quimpo	Budget and Finance	Head Teacher 1
5	Antonino F. Tolentino	Technical Support	Head Teacher 1
6	Maylord R. Bonifacio		Master Teacher 1
7	Jaycel S. Lopez		Teacher 3
8	Johuanna Rose I. Nejar		Teacher 3
9	Suzzane Clair S. Cedillo	Program and Souvenir	Teacher 1
10	Mark Anthony I. Villanueva	Social Media Information and Announcements	Teacher 1
11	Eddie Boy F. Tabios	SPAADA President	Teacher 1
12	Kyzil D. Lipar	Co-Focal Person	EPS English
13	Marth S. Tropa	Focal Person	EPS Filipino/MTB-MLE

