



Republic of the Philippines  
Department of Education  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
Schools Division of Tacloban City  
Tacloban City

**DIVISION MEMORANDUM**

No. 46, s. 2022

**Date:** August 5, 2022

**To:** SGOD and CID Chiefs  
Division ALIVE Coordinator  
Division Planning Officer  
PSDSs, MEP Implementing Districts  
School Heads, MEP Implementing Schools  
School ALIVE Coordinators  
Asatidz  
All Other Concerned

**Subject:** 2022 REGIONAL MADRASAH EDUCATION PROGRAM (MEP) SUMMIT HOSTING

1. The 1987 Philippine Constitution, Republic Act 10533, otherwise known as the Enhanced Basic Education Act of 2013 and DepEd Order No. 41, s. 2018 mandate DepEd to provide Filipino learners with appropriate and relevant educational opportunities while recognizing their cultural context. To preserve the cultural heritage and to cater the unique educational needs of the Muslim learners, the Department of Education implemented the Madrasah Education Program (MEP).
2. In view of strengthening the implementation of Madrasah Education Program in Region VIII, the Schools Division of Tacloban City shall host the **2022 Regional MEP Summit** on October 27, 2022 at the venue to be announced later.
3. Anent to the above-mentioned event, the working committees are hereby created:

COMMITTEES	CHAIRPERSON & MEMBERS	TERMS OF REFERENCE
Planning Committee	Chair: Dr. David C. Alcober Members: PSDSs School Heads	Set the plans and activities for the Regional MEP Summit and coordinate with the concerned officials.
Technical Committee	Chair: Dr. Marlon D. Cainong Members: Noemi C. Calupaz Laverne Lyn H. Orge	- Prepare the Power Point presentations for the event. - Coordinate with the Event Coordinator for the appropriate sequence of

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		<p>presentations.</p> <ul style="list-style-type: none"> <li>- Coordinate with the videographer for documentation.</li> </ul>
Accommodation & Stage Decoration	<p>Chair: Dr. Abegaile Rodrigo</p> <p>Members:</p> <p>Fahad Quinto Nassif Comaradang Marlon Cainong Michael Angelo R. Palacio</p>	<ul style="list-style-type: none"> <li>- Facilitate the selection of the venue.</li> <li>- Contact stage and venue decorator and coordinate for appropriate ambiance.</li> </ul>
Food and Snacks	<p>Chair: Lita V. Jongco</p> <p>Members:</p> <p>Xenia P. Bardelas Nabilah Mauyag</p>	<p>Coordinate with the caterer for the table setting and timely serving of meals and snacks.</p>
Program and Invitation	<p>Chair: Dr. Marlon Cainong</p> <p>Members:</p> <p>Laverne Lyn H. Orge Fahad Quinto</p>	<p>Prepare the Program and send/distribute to the guests and participants.</p>
Motorcade	<p>Chair: Lily T. Dumas</p> <p>Members:</p> <p>Abdul Nassif Comaradang Gina B. Salanio</p>	<ul style="list-style-type: none"> <li>- Secure permit from TOMECO</li> <li>- Coordinate with TOMECO the route of the motorcade</li> <li>- Prepare and serve refreshment to the TOMECO staff after the parade.</li> </ul>
Cultural Presentations	<p>Chair: Josefina G. Tanpiengco</p> <p>Members:</p> <p>Lily T. Dumas Fahad Quinto Imam Majid Mauyag</p>	<ul style="list-style-type: none"> <li>- Prepare the letter-request to the concerned school duly signed by the SDS.</li> <li>- Coordinate with the performers the schedule for the presentation</li> <li>- Give refreshment to the performers after the presentation.</li> </ul>
Certificates and Sash Plaque of Appreciation	<p>Chair: Lynna D. de Guzman</p> <p>Members:</p> <p>Noemi C. Calupaz Nabilah Mauyag</p>	<p>Prepare the certificates of appearance, participation, and recognition for signature by the Regional Director.</p> <p>Assist the host during the distribution of the certificates.</p>
Madrasah Booth	<p>Chair: Michael R. Palacio</p> <p>Members:</p> <p>Imam Majid Mauyag Rahilah Mauyag Fahad Quinto Abdil Nassif Comaradang Nabilah Mauyag</p>	<ul style="list-style-type: none"> <li>- Lead in planning for the icons and design for the artistic packaging of the booth.</li> <li>- Coordinate with the MEP Schools for the materials and other resources for display.</li> <li>- Facilitate the returning of the materials/resources displayed.</li> </ul>
Documentation	<p>Chair: Lily T. Dumas</p> <p>Co-Chair: Laverne Lyn H. Orge</p>	<ul style="list-style-type: none"> <li>- Facilitate the Registration</li> <li>- Document the activities of the</li> </ul>


	Members: Noemi C. Calupaz Nabilah Mauyag Gina B. Salanio	event - Prepare and submit the ACR
Video Documentation	Chairperson: Chrisvill Villamor Members: Harold Naputo Roger Dagale	- Conduct the video coverage of the event. - Edit and submit the video documentary to the concerned offices.
Media Coordination	Dr. Nilo Eder	Coordinate with the radio and television stations for press release/s and coverage of the event.

4. Participants to the event are the following:

Regional Office Personnel	- 6	District Supervisors	- 11
Schools Division Superintendents	- 13	School Heads	- 13
Asst. Schools Division Superintendents	- 13	Guests	- 17
GOD & CID Chiefs	- 26	SACs	- 11
Div. MEP Focal Persons	- 8	Asatidz	- 13
		<b>TOTAL</b>	<b>125</b>

5. Expenses relative to the conduct of the activity shall be charged against the Special Education Fund (SEF) subject to the usual COA auditing rules and procedures.

6. For information, guidance and compliance.

  
**MARIZA S. MAGAN EdD, CESO V**  
 Schools Division Superintendent 