



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY  
 KAYPIAN ELEMENTARY SCHOOL  
 BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY

May 10, 2023

**SCHOOL MEMORANDUM**  
**No. 032 s. 2023**

**To:** Program Committee  
 Working Group Committee  
 All Teachers  
 Other Concerned

**“COMPOSITION AND FUNCTIONS OF ASSIGNED WORKING GROUP COMMITTEE  
 IN KINDERGARTEN MOVING UP CEREMONY, RECOGNITION DAY,  
 AND GRADUATION RITES CEREMONY OF KAYPIAN ELEMENTARY SCHOOL”**

1. This office announces the composition of working group committee assigned in the preparation for End-of-School-Year (EOSY) Rites for SY 2022-2023 of Kaypian Elementary School.

Team	Members	Functions
<b>Decoration</b>		
-Moving Up	Julia A. Leaño Beverly C. Lorenzo Kinder Teachers	-Prepare the decorations for the ceremony. -Remove the decoration after the ceremony.
-Recognition	Maricel C. Abauag Jane B. Antonio Jennalee F. Rodriguez Grade 1 Teachers	
-Graduation Rites	Sheila Mangabat Eduard Carlo Fernandez Jerry S. Junio Michael Y. Numpiguid Grade 2 Teachers	
<b>Emcee</b>		
-Moving Up	Nelson A. Lorenzo Annaliza R. Pioquid	Serve as the masters of ceremony.
-Recognition	Jerry S. Junio Marivic C. Panopio	
-Graduation Rites	Rolando P. Alcoriza Edeza V. Iniego	
<b>Programme and Invitation</b>		
-Moving Up	Kinder Teachers	-Prepare the programme and invitation prior to the schedule of the ceremonies.
-Recognition	Marivic C. Panopio Mariefe I. Baltazar	
-Graduation Rites	Grade 6 Teachers	
Refreshments	Claribel E. Palsario Brigette C. Cristobal Maricel C. Abauag	-Prepare and manage the food and drinks allotted for the events.



**Kaypian Elementary School**  
 School ID: 107157  
 Kaypian Road Barangay Kaypian, San Jose del Monte City 3023  
 Official Email: 107157.sjdmc@deped.gov.ph  
 Official Website: www.kaypes.weebly.com





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	Jane B. Antonio Jennalee F. Rodriguez	
Usherettes	Maricris G. Herrera Edeza I. Iniego Ma. Elena L. Doctor Hershey C. Suello Krishtin P. Junio Sheryl I. Dela Minez	-Serve as the guide of the attendees/visitors in the events.
Accommodation/Demolition	Eduard Carlo D. Fernandez Jerry S. Junio Michael Y. Numpigwid Alvin Tulayao Rennil S. Rodriguez Rolando P. Alcoriza Nelson B. Lorenzo	-Prepare/arrange the seats of the attendees. -Secure the area of the events. -Demolish/clear the area after the ceremonies.

2. This TWG (Technical Working Groups) composition aims to designate the working tasks for the successful conduct of the EOSY Rites for SY 2022-2023.
3. Join effort among committee members is highly encouraged.
4. Widest dissemination of this memorandum is earnestly desired.

  
**DIANALYN A. PALAGANAS PhD**  
 Principal II



**SECUREd KaypESians**  
 Strengthening and Ensuring  
 Commitment of the Unified and  
 Resilient Stakeholders in Achieving Quality Education



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