



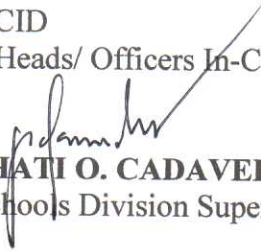
Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
DIVISION OF IMUS CITY  
Tocleng I-C, City of Imus



**DIVISION MEMORANDUM**

No. 16, s. 2015

TO: OIC- Assistant Schools Division Superintendent  
SGOD/CID  
School Heads/ Officers In-Charge (Public Schools only)

FROM:   
**LUALHATI O. CADAVEDO, Ph. D.**  
OIC- Schools Division Superintendent

SUBJECT: **REMINDERS ON THE HOSTING OF 2015 STCAA**

DATE: **21 January 2015**

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1. As per Regional Memorandum No. 01, s. 2015, Schools Division of Imus City will be hosting STCAA 2015 on 08-14 February 2015. As host, necessary preparations should be done to make it successful.
2. Each school should have:
  - 2.1 Help Desk  
The assigned officer must be properly oriented especially on the specific duties and responsibilities that he will perform during the event. He must secure a list of school personnel (teachers, CSU, utility worker, clerk, school head) and their cellphone number and the assigned task/s. He must also know the focal person of the delegation for proper coordination.
  - 2.2 Streamer- welcoming all members of the delegation must be displayed at the school entrance.
  - 2.3 Signage/s  
Directory of school facilities should be prepared.
  - 2.4 Focal Person for the different services to be offered by the school (water and sanitary problem, electricity, physical facilities, communication, transportation, etc.)
3. The school heads and other personnel should always be visible during the weeklong duration of the activity.
4. All personnel (CSU, teachers, clerks, utility workers) should be aware of their duties and responsibilities. A special meeting should be called by the school head to define their roles as members of the host school.
5. All personnel must be aware of the following :
  - 5.1 Environment-friendly conduct of the STCAA. Discipline in disposing the trash must be observed. Proper management of garbage must be given preferential attention. The focal person (mess hall) must be informed on the implementation of waste segregation program and **schedule of garbage collection**.
  - 5.2 Everyone must adhere to the clean, green and eco-friendly measures. The host school may remind the focal person of the mess to lessen the use of plastic and styrofoam containers.
  - 5.3 Alcoholic drinks and cigarettes are not allowed inside the school premises.
6. **Proper coordination regarding decision making** on the different aspects of hosting must be clearly discussed/ clarified before the event. The school head may spot check from time to time the performance of the assigned personnel.
7. All school personnel and stakeholders who will play their roles in this event must always wear a SMILE in the course of duty. Everyone must at all times show a willing heart to offer genuine services.
8. Immediate dissemination and compliance with this memorandum is desired.