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Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

28 June 2024

**UNNUMBERED MEMORANDUM
OSDS- CID-UM-06-28-2024/RGP**

To: Assistant Schools Division Superintendent
Chiefs, Education Program Supervisor
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned

From: [Signature]
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Date: June 28, 2024

Subject: **AUTHORIZING THE NEU OFFICERS, MUNICIPAL COORDINATORS AND MEMBERS TO DISTRIBUTE/SELL THE TICKETS FOR THE NEU RAFFLE DRAW**

1. This unnumbered memorandum is in connection with Regional Memorandum No. 00562 s. 2024 regarding the Conduct of the CY 2024 Department of Education Employees Union Region V Chapter Raffle Draw, which will be held on April 13, 2024, at the Regional Office V, NEAP Hall, Rawis, Legazpi City via Facebook live.
2. The NEU Catanduanes Chapter officers, designated municipal coordinators and members are hereby responsible for distributing/selling the tickets in their respective municipalities.
3. However, it is important to note that this activity should not affect their services or tasks in the office. Therefore, time on task management should be observed at all times.
4. The names of the officers, designated municipal coordinators are attached to this unnumbered memorandum for your reference.
5. This is for the information and guidance of all concerned.



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Enclosure A.

1. Romel G. Petajen- Chief CID
2. Aroline T. Borja- SGOD
3. Amylou B. Celso- SGOD
4. Virgilio J. Molina- SDO
5. Saul G. Alejandro- Bato Rural DHS
6. Jonnel Sarmiento- Baras Rural DHS
7. Ma. Rita SR. Tablate- CID
8. Amelia B. Cabrera- CID
9. Jezrahel T. Omadto- CID
10. Carol P. Gil- SGOD
11. Mercy T. Tejerero- Bato RDHS
12. Jennifer B. Metica- OSDS
13. John Bryan C. Laguda- Agban Central ES

Municipal Coordinators:

14. Al Francis Mendez- Bagamanoc
15. Leonard Naig- Baras
16. Rosalin Rosette Z. Tejerrero- Bato
17. Jethro M. Torrente- Caramoran
18. Elvis M. Medador- Gigmoto
19. Jerald Sabayle- Panganiban
20. Jake Tomagan- Pandan
21. Serafin T. Soriao- San Miguel
22. kristina L. Vivo- San Andres
23. Mabel Ogena- Viga
24. Elma Petajen- Virac



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29 April 2024

REGIONAL MEMORANDUM
No. 00562 s. 2024

CONDUCT OF CY 2024 DEPARTMENT OF EDUCATION NATIONAL EMPLOYEES'
UNION REGION V CHAPTER RAFFLE DRAW

To : Schools Division Superintendents
All Concerned

1. To facilitate the implementation of the different programs, projects and activities of the Department of Education National Employees' Union (NEU) Region V Chapter, the Regional Executive Officers (REO) shall conduct a Raffle Draw on August 13, 2024, at DepEd Regional Office V, NEAP Hall, Rawis, Legazpi City via Facebook live.
2. The activity aims to:
 - a. raise funds for the organization through the sale of tickets, thereby contributing to financial sustainability and growth;
 - b. foster community involvement and support by providing an entertaining and inclusive activity that encourages participation from diverse demographics;
 - c. create networking opportunities with sponsors, donors and participants, thereby expanding the reach and impact of the organization, and
 - d. establish sustainable funding model that can support on-going operations and programs.
3. The Schools Division Offices (SDOs) are encouraged to participate in the conduct of the said activity. Likewise, the Division and Regional Chapter Officers are requested to facilitate the distribution and selling of tickets in their respective offices. Purchasing of ticket is voluntary.
4. Enclosed in this Memorandum are the following documents:

Enclosure No. 1	- Timetable of Activity
Enclosure No. 2	- Prizes for the Raffle Draw
Enclosure No. 3	- Guidelines on the Conduct of the Raffle Draw
Enclosure No. 4	- Technical Working Group/Committee
5. For inquiries, please contact Mr. Efren L. Alcera, DepEd NEU Secretary General, NEU Region V Chapter President at depedneusecretarygeneral@gmail.com.
6. For dissemination, guidance, and compliance.


GILBERT F. SADSAD
Regional Director

NEU/ela
04/29/2024



Regional Center Site, Rawis, Legazpi City 4500

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Enclosure No. 1 Timetable of Activity

Activity	Date
Special Meeting of DepEd NEU Region V Chapter Regional Executive Officers (REO) and Division Presidents	March 14-15, 2024
Crafting and Signing of Resolution on the Conduct of Raffle Draw	April 19, 2024
Issuance of Regional Memorandum on the Conduct of Raffle Draw	April 26, 2024
Printing of Raffle Tickets	May 3, 2024
Auditing of Raffle Tickets	May 4-8, 2024
Distribution of Raffle Tickets to respective SDOs and RO	May 9-12, 2024
Selling of Tickets	May 13, 2024 to August 5, 2024
Checking and Auditing of Sold Tickets	August 6-12, 2024
Conduct of Raffle Draw via Facebook live, 1:00 pm on NEAP Hall, DepEd RO V, Rawis, Legazpi City	August 13, 2024



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Enclosure No. 2 Prizes for the Raffle Draw

	Prize	Solicitors Prize
1 st Prize	Toyota Raize (Brand New worth P 970, 000.00)	Php 50, 000.00
2 nd Prize	6 Winners of Honda Click 125i (worth P 100,00.00)	Php 15, 000.00
3 rd Prize	14 Winners of Laptop (worth Php 40, 000.00)	Php 5, 000.00
Consolation Prizes	28 Winners of Php 10, 000.00	Php 1, 000.00
Consolation Prizes	42 Winners of Php 5, 000.00	Php 500.00



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GUIDELINES ON THE CONDUCT OF CY 2024 RAFFLE DRAW

1. The raffle draw shall be conducted in accordance with the rules and regulations set forth by the DepEd NEU Region V Chapter.
2. A designated committee shall oversee the entire process of the raffle draw.
3. The committee shall ensure that all entries are properly collected, recorded, and securely stored until the time of the draw.
4. The draw shall be conducted in a public and transparent manner, with witnesses present to verify the fairness of the process.
5. The results of the raffle draw shall be announced promptly, and winners shall be notified accordingly.
6. Any disputes or discrepancies arising during the draw shall be resolved by the committee, whose decision shall be final.
7. The committee shall maintain the detailed records of the raffle draw, including but not limited to participant information, ticket numbers, and prize allocations.
8. Only paid raffle stubs will be included in the raffle draw.
9. Major Prizes will be drawn by the invited guests from LGU and other lined agencies.
10. Winners of major prizes shall be given 72 hours to claim his/her prize.
11. The Union has the right to extend the date of the raffle draw in case of not achieving the target number of tickets of at least 70% of the total number of tickets were sold.



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Department of Education
REGION V - BICOL

Enclosure No. 4 - Technical Working Group/ Committee

EXECUTIVE COMMITTEE

GILBERT T. SADSAD
Regional Director

BEBIANO I. SENTILLAS
Assistant Regional Director

EFREN LL. ALCERA
NEU Secretary General
Region V Chapter President

TECHNICAL/WORKING COMMITTEE

Committee on Documentation	-Marianne Bustamante –Chairman -Mary Jane Juacian –Member
Committee on Program	-Debbie L. Eneria –Chairman -Rex T. Barbin –Member -Arnel D. Dominguiano –Member
Committee on Finance	-Shiela P. Nanoz-Chairman -Shiela T. Malabanan-Member -Ma. Cielo C. Tubale -Member -Nelma B. Bas –Member
Committee on Prizes and Procurement	-Domingo A. De Asis Jr. -Chairman -Nervin Paul R. Merioles –Member -Roseller S. Dela Pisa –Member -Agustin D. Cedillo –Member
Committee on Food and Accommodation	-Eden B. Macandog -Chairman -Nora P. Octavio -Member -Helen R. Espinas –Member
Committee on Ways and Means	-Casiano B. Perdigonos Jr. -Chairman -Alfredo R. Saspa Jr.-Member -Arlene G. Zenarosa-Member -Salvacion T. Verona –Member
Committee on Raffle Draw	-Hazel Rose L. Sumpay -Chairman -Michael A. Villareal -Member -Danilo P. Alano -Member -Erwin B. Barrios –Member -Sharon C. Saldo -Member



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