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REGIONAL MEMORANDUM
No. 0002 , s. 2025

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

UPDATES ON CARAGA REGIONAL ASSEMBLY OF EDUCATION LEADERS AND THE COMPOSITION OF TECHNICAL WORKING GROUP (TWG)

1. Relative to the conduct of the Caraga Regional Assembly of Education Leaders (RAEL) Scheduled for January 15-17, 2025, this Office informs the field of of the additional slots for participants and the composition of Technical Working Group.

2. The Schools Division Offices (SDOs) may send additional participants to this event. Below is allocation of slots per division:

Division	Number of Participants
1. Agusan del Norte	19
2. Agusan del Sur	43
3. Bayugan City	7
4. Bislig City	7
5. Butuan City	16
6. Cabadbaran City	4
7. Dinagat Islands	12
8. Siargao	13
9. Surigao City	10
10. Surigao del Norte	19
11. Surigao del Sur	41
12. Tandag City	3
Total	**200**

3. Refer to Regional Memorandum No. 1386 s. 2024, for the registration procedure of these additional participants.

4. In preparation for this activity, a Technical Working Group (TWG) has been established to oversee the planning, coordination, and execution of the event.

5. Enclosed is list of committees and TWG members.

6. The TWG hybrid meeting is scheduled for **January 7, 2025**, at 1:00 p.m. TWG members from RO, Divisions of Butuan City, Cabadbaran City, and Bayugan City shall convene at the Silver Hall, NEAP-Caraga DepEd Caraga Regional Office. Others shall join via MS Team. Link shall be shared via email.

7. Travel expenses for all involved individuals will be charged to local funds, in accordance with the standard accounting and auditing procedures.

8. For information, dissemination, and compliance.

MARIA INES C. ASUNCION
Regional Director

Encl.: As stated
Reference: Regional Memorandum (Nos. 1237 and RM No. 1386, s. 2024)
To be indicated in the Perpetual Index
under the following subjects:

ASSEMBLY ASSOCIATION CONFERENCES

QAD/mmv
01/02/2025

Caraga Regional Assembly of Education Leaders
Education 5.0: *Leveraging Future-Ready School Leadership*

TECHNICAL WORKING GROUP

Area of Concern/ Committee	Duties and Responsibilities	Person/s Involved
Overall Program Management and Direction	1. Oversee the overall planning and execution of the regional assembly. 2. Coordinate between various sub-committees. 3. Ensure that the regional assembly objectives are met. 4. Handle high-level decisions and problem-solving. 5. Develop the regional assembly program and schedule. 6. Select keynote speakers, session speakers, and officers of the day. 7. Coordinate the content and flow of the regional assembly	**SDS Mineva T. Albis** Flordelisa R. Dalin Marlyne M. Villareal
Finance	1. Receive registrations fees/ payments. 2. Create a detailed budget covering all aspects of the regional assembly, including venue, catering, materials, marketing, and speakers. 3. Allocate funds to different areas based on the budget and priorities 4. Keep detailed records of all financial transactions related to the regional assembly. 5. Handle payments to vendors and suppliers, including venue costs, catering, and equipment rentals 7. Work closely with other committees (e.g., logistics, program) to ensure financial needs are met and aligned with overall regional assembly goals. 8. Prepare a financial summary report for post-regional assembly evaluation and future planning.	**SDS Mineva T. Albis** SDS Florence Almaden Elaine N. Navarro
Program Flow and Directions	1. Develop a detailed schedule that includes opening program, Management of Learning (MOL), session time, health breaks, intermission numbers, closing program. Including the Fellowship Night	**Pedro A. Tecson** Marlyne M. Villareal Fluellen M. Cos

	2. Communicate with program hosts, speakers and presenters regarding their session details, format, and logistical requirements. 3. Provide necessary support for speakers, including technical assistance, session guidelines, and rehearsal opportunities if needed. 4. Assign moderators or session chairs to oversee sessions, manage Q&A, and ensure that sessions adhere to the allotted time. Ensure that all presentations, materials, and session content are ready and available to attendees. 5. Implement mechanisms for collecting feedback from attendees on sessions and overall program quality. 6. Work closely with other committees, such as the Hall Preparation Committee, Registration Committee, and Sponsorship Committee, to ensure seamless execution of the regional assembly. 7. Communicate any special arrangements or requirements for specific sessions or keynote speakers. 8. Selects Program Hosts and in-between session entertainers.	
Creative Team	1. Develop video content and dynamic visuals for the event, including intros, promos, and transitions, ensuring seamless integration with the live event or virtual platform. 2. Collect, organize, and manage a centralized digital repository for all speaker presentation slides, ensuring easy access and proper organization by session, topic, or speaker. 3. Create and design the overall visual theme for the event, including logos, promotional materials (posters, banners, flyers), and digital assets, ensuring a cohesive and professional look. 4. Design compelling graphics for social media promotions and event updates, helping to create excitement and engagement before and during the event. 5. Work closely with Program Committee and Tech Team to create visually engaging and clear presentation slides, ensuring consistency with the event's branding and messaging.	**SDS Imelda N. Sabornido** Jonathan F. Garzon Winston C. Eben

Registration and Attendee Services	1.Prepares online registration (which shall collect basic information and registration payment receipts) 2. Manage the online registration process and constantly update the finance team. 2. Manage online daily attendance.	**SDS Gemma de Paz** Alejandro P. Macadatar
Logistics	1. Manage the procurement of meals and materials, and venue and equipment rentals. 2. Manage the transportation arrangements of guests. 3. Handle technical requirements such as AV equipment and online platforms. 4. Ensure all logistical aspects are in place and running smoothly. 5. Act as a point of contact between the regional assembly organizers and the venue staff.	**SDS Florence Almaden** Fe Puspus Janice V. Berte
Hall Preparation and Safety and Security	1. Arrange seating, tables, and presentation. 2. Set up clear signage for different areas, including registration desks, restrooms, and exits. 3. Coordinate with the Technology and AV Committee to ensure audiovisual equipment, microphones, projectors, and screens are installed and functioning properly. Request team to test all technical equipment before the regional assembly begins to prevent issues during sessions. 4. Coordinate the décor to match the theme of the regional assembly, if applicable. 5. Ensure that the venue is accessible to all participants, including those with disabilities. 6. Establish and communicate emergency evacuation plans and procedures. 8. Coordinate the cleanup of the venue, including the removal of decorations, packing up equipment, and ensuring the venue is left in good condition. 9. Work closely with other committees, such as the Program Committee, to align on session schedules, special requirements, and any additional needs for specific sessions or speakers.	**Joel B. Rosales** Edmund D. Mendoza Engr. Sherwin Viajar Dr. Jumer C. Carlon

Protocol	1. Provide a formal invitation with detailed information about the regional assembly theme, audience, and their specific role. 2. Share a detailed schedule, including their session times, venue locations, and any other relevant information. 3. Handle travel arrangements, including flights, transportation, and accommodations. 4. Send briefing documents with regional assembly objectives, audience profiles, and any specific requirements or expectations. 5. Schedule pre-event meetings or calls to discuss their presentations, answer any questions, and address any concern 6. Assign a dedicated vehicle and protocol officer to assist them throughout the regional assembly. 7. Ensure they have access to technical support for any issues with AV equipment or presentation tools. 8. Provide a welcome package upon arrival. 9. Allow time for them to rehearse their presentations or review their sessions in the actual venue. 10. Ensure that session moderators are well-prepared to introduce the resource persons and manage Q&A sessions smoothly. 11. Invite them to attend or participate in social events or dinners organized during the regional assembly. 12. Send personalized thank-you notes expressing gratitude for their participation and contribution to the regional assembly.	**SDS Maria Teresa M. Real** **SDS Karen L. Galanida** Violeta C. Nunez
Bouquet and Leis and Ushers and Usherettes	1. Choose the appropriate flowers and materials for the bouquets and leis, ensuring they match the event's theme and are suitable for the recipients, such as resource speakers, VIPs, and special guests. 2. Ensure that guests are seated according to the program's schedule, VIP seating arrangements, and any specific seating preferences. Handle last-minute adjustments in a calm and organized manner. 3. Ensure timely delivery of meals and snacks. 4. Reports to the Meals and Food Committee for unforeseen circumstances related to catering services, ensuring quick resolutions	**SDS Gregoria T. Su** **SDS Josita Carmen** Virginia A. Sena

Plaques and Token	1. Choose meaningful and thoughtful tokens that reflect the event's theme and the appreciation for resource speakers, guests, and attendees. Ensure the tokens are culturally appropriate and of good quality. 2. Organize the preparation of tokens, including any customization or personalization (e.g., engraving names, event date, or thank-you messages). Ensure the tokens are ready before the event. 3. Plan and manage the distribution of tokens during the event, ensuring they are handed out at the appropriate time. 4. Coordinate	**SDS Marilou B. Dedumo** **SDS Gemma de Paz** Roy S. Rele
Transportation	1. Request to Station RO and SDO Vehicles (preferably Van) at the Regional Office. 2. Organize and confirm all transportation details (flights, buses, etc.) for resource speakers, ensuring their timely arrival at the event venue. 3. Create a detailed schedule for pick-up and drop-off times for each speaker, coordinating with the event schedule to ensure punctuality and smooth transitions. 4. Provide speakers with clear and detailed information about transportation arrangements, including contact details, times, and transportation options. Be available to address any changes or issues. 5. Identify and allocate specific parking spaces for resource speakers' vehicles near the event venue to ensure convenience and easy access. 6. Work closely with the venue management to ensure there are sufficient parking spaces reserved and that they are clearly marked for resource speakers' use.	**Manuel O. Caberte** Joel B. Rosales
Participants Welfare	1. Monitor and address the physical and emotional comfort of all event participants, ensuring their needs are met, including providing access to water, food, seating, and temperature control. 2. Ensure the health and safety of participants by overseeing the availability of first aid stations, coordinating with medical staff in	**Dr. Jumer C. Carlon** Elmer Augustus F. Conde

	case of emergencies, and ensuring that emergency procedures are clearly communicated. 3. Assign Medical Team to provide first aid and 4. Ensure that participants with special needs (e.g., dietary restrictions, mobility challenges, or other accommodations) are properly supported, coordinating with other teams to make necessary arrangements in advance.	
ICT and Technical Committee	1. Ensure that all technical equipment (computers, projectors, microphones, etc.) is set up and functioning correctly before and during the conference. 2. Oversee the setup of Wi-Fi, LAN, and other networking requirements to ensure reliable connectivity for all participants. 3. Provide on-site technical support for any issues that arise with ICT equipment or systems. 4. Maintain the conference website, ensuring it is updated with relevant information, schedules, and resources. 5. Manage the digital repository of conference materials, such as presentation slides, recorded sessions, and supplementary documents. 6. Provide technical support to speakers, including setup for presentations and any special requirements they might have. 7. Set up and manage any tools or software required for presentations (e.g., PowerPoint, video conferencing tools). 8. Address and resolve any technical issues during sessions, such as audio/visual problems. 9. Work closely with other committees (e.g., logistics, content) to ensure seamless integration of technical and non-technical aspects of the conference.	**Marcelino A. Ahon** Nerison Pitogo SDO IT Officers
Entertainment	1. Identify and book appropriate entertainment acts (musicians, dancers, comedians, speakers, etc.) that align with the theme and tone of the event. Ensure performers are professional and meet the event's needs.	**SDS Jeanie L. Mativo** ASDS Hector Macalalag Glorina Siclon

	2. Work with the event program team to schedule performances and ensure they seamlessly fit into the overall event timeline. Ensure that the entertainment complements the flow of the event without disrupting key sessions. 3. Coordinate with the technical team to ensure all necessary equipment (sound systems, microphones, lighting) is available and in proper working condition for the entertainment acts. 4. Handle logistics for performers, including arrival times, transportation, dressing rooms, and any special requirements they may have (e.g., meal preferences, technical setup needs). 5. Ensure the entertainment engages and energizes the audience, maintaining a lively atmosphere throughout the event. Adjust entertainment as needed to match the event's tone and timing, ensuring it enhances the experience for all attendees.	
Food Committee	1. Design a diverse and balanced menu that meets the dietary needs and preferences of all participants, including options for special dietary requirements (e.g., vegetarian, non-pork, halal). 2. Ensure the menu aligns with the event's theme and budget. 3. Oversee food distribution during the event, ensuring food stations are properly set up, replenished as needed, and that guests are served efficiently. Manage the flow of meals during breaks, lunch, or dinner to avoid delays.	**SDS Gemma de Paz** Virgina A. Sena
Program Script	1. Develop a clear and organized script that outlines the entire event program, including opening remarks, speaker introductions, session transitions, and closing statements, ensuring smooth progression. 2. Craft engaging and concise speaker introductions, ensuring each speaker is introduced with relevant background information and context. Write transitions between segments to maintain event momentum and engagement. 3. Double-check all names, titles, and details for accuracy, ensuring that there are no errors in the script that could impact the professionalism of the event.	**ASDS Love Sudario** Pedro A. Tecson Junnah B. Tiu

	4. Include potential contingency remarks or adjustments in the script to accommodate last-minute changes, delays, or unforeseen circumstances during the event.	
Program Hosts	1. Serve as the main point of contact between the event and the audience, ensuring a warm and engaging presence, introducing speakers and sessions, and interacting with the attendees to maintain excitement and energy. 2. Adhere to the program script closely, ensuring that all segments are presented in a professional and timely manner while adjusting as needed for any real-time changes or delays. 3. Keep track of time and ensure smooth transitions between speakers and program segments, ensuring the event flows seamlessly and adheres to the planned schedule. 4. Facilitate audience participation during Q&A sessions, discussions, or interactive segments, ensuring the audience's questions or comments are addressed in an organized and respectful manner. 5. Set the tone for the event by maintaining a positive, professional, and welcoming atmosphere, adjusting the energy level to suit different sessions and ensuring a consistent experience for the audience.	**SDS Lorenzo O. Macasocol** ASDS Love Emma B. Sudario ASDS Laila Danaque ASDS Jasmin Lacuna Bernabe L. Linog
Program Evaluation	1. Create clear and comprehensive criteria to assess the event's effectiveness, including attendee satisfaction, speaker performance, and logistical coordination. Develop surveys, feedback forms, or other tools to gather data from participants 2. Distribute evaluation tools to attendees, speakers, and other stakeholders during and after the event. Ensure surveys are easily accessible (e.g., digital or paper format) and encourage honest, constructive feedback. 3. Review and analyze feedback data to identify trends, areas of improvement, and highlights of the event. Compile findings in a clear, organized report for review by event organizers and stakeholders.	**Marlyne M. Villareal** Willy S. Dumpit Elan M. Elpidang Marygold C. Silao Virgina Sena

	4. Prepare a detailed report summarizing the evaluation results, including key insights, positive outcomes, and areas needing improvement. Present this information to the organizing committee and relevant stakeholders to help inform decisions for future events.	