



Republic of the Philippines
Department of Education
CARAGA REGION

JAN 09 2025

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REGIONAL MEMORANDUM

No. **0025**, s. 2025

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

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

1. Relative to the conduct of the Caraga Regional Assembly of Education Leaders (RAEL) with the theme, Education 5.0: Leveraging Future-Ready School Leadership, scheduled for January 15-17, 2025, at Almont Inland Resort, Butuan City, participants are advised to wear corporate attire in the whole duration of the event. Third level officials shall wear the prescribed uniform.
2. Participants are directed to register online at <https://tinyurl.com/RAELRegistration>.
3. Distribution of kits shall be on January 14, 2025, at the venue from 2:00 p.m. to 7:00 p.m.
4. In preparation for this activity, Technical Working Group (TWG) has been revised to oversee the planning, coordination, and execution of the event. Refer to the enclosed list of committees and TWG members.
5. The face-to-face TWG coordination meeting is scheduled for **January 10, 2025**, at 8:00 p.m. at the Silver Hall, NEAP-Caraga DepEd Caraga Regional Office.
6. Travel expenses for all TWG members will be charged to local funds, in accordance with the standard accounting and auditing procedures.
7. 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
01/08/2025



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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	Chair: SDS Mineva T. Albis Members: Flordelisa R. Dalin Marlyne M. Villareal
Finance and Logistics	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/ Disburse payments to vendors and suppliers, including venue costs, catering, and equipment rentals 6. Work closely with other committees (e.g., program) to ensure financial needs are met and aligned with overall regional assembly goals 7. Prepare a financial summary report for post-regional assembly evaluation and future planning. Manage the procurement of meals and materials, and venue and equipment rentals.	Chair: SDS Mineva T. Albis SDS Florence Almaden Elaine N. Navarro Jeaneth Guimary Fe Puspup Janice V. Berte
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	Chair: ASDS Love Sudario Junnah B. Tiu

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	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.	
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. 4. Include potential contingency remarks or adjustments in the script to accommodate last-minute changes, delays, or unforeseen circumstances during the event.	ASDS Love Sudario Junnah B. Tiu
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.	Chair: ASDS Love Sudario Junnah B. Tiu ASDS Laila Danaque ASDS Jasmin Lacuna ASDS Segundino Madjos ASDS Corazon P. Roa

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	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.	ASDS Leonevee Silvosa ASDS Bryan Areo ASDS Roel Diamante Bernabe L. Linog Panel Discussion Moderator: SDS Lorenzo O. Macasocol Kevin Hope Z. Salvana
Creative Team	1. Develop video content and dynamic visuals for the event, including intros, promos, introduction of speakers, 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, tarpaulin, banners, etc), 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 Pedro A. Tecson Jonathan F. Garzon
Registration, Daily Attendance, Ushers and Usherettes, and distribution of Kits	1. Prepares online registration (which shall collect basic information and registration payment receipts). 2. Constantly update the finance team on the number of registrants. 3. Manage the online registration process and release distribution kits. 4. Manage online daily attendance. 5. Coordinate with the Program Evaluation team for the release of the certificate of participation and certificate of appearance 6. Usher participants to their assigned seats.	SDS Gemma de Paz ASDS Marilou A. Laurencio ASDS Gilbert L. Gayrama Alejandro P. Macadatar Violeta C. Nunez Winston C. Eben

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Hall Preparation	1. Arrange seating (preferably theater type), 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. Plan for the decoration to match the theme of the regional assembly. 5. Ensure that the venue is accessible to all participants, including those with disabilities. 6. Coordinate the cleanup of the venue, including the removal of decorations, packing up equipment, and ensuring the venue is left in good condition. 8. 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.	ASDS Hector Macalalag SDO Agusan del Norte Mariel Sosmena
Safety and Security and Transportation	1. Ensure that the venue is accessible to all participants, including those with disabilities. 2. Establish and communicate emergency evacuation plans and procedures. 3. Connect with PNP for police visibility 4. Request to Station RO and SDO Vehicles (1 vehicle per SDO) at the Regional Office. 5. Organize and confirm all transportation details (flights, buses, etc.) for resource speakers, ensuring their timely arrival at the event venue. 6. Coordinate with hotel management for dedicated parking space for resource speakers' vehicles ensure convenience and easy access. 7. 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.	SDS Manuel O. Caberte Joel B. Rosales Edmund D. Mendoza Engr. Sherwin Viajar Jhonrex Alguizar Reon Tizon Ronald Calo Fe M. Baring
Protocol and Reception	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	Chair: SDS Maria Teresa M. Real SDS Karen L. Galanida SDS Gregoria T. Su SDS Josita Carmen

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	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 protocol officer to assist them throughout the regional assembly. Coordinate with the transpo team for the vehicle. 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. Prepares bouquets and leis for resource speakers. 13. 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. 14. Coordinate with Food Com to ensure timely delivery of meals and snacks.	
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.	SDS Florence Almaden SDS Marilou B. Dedumo Marygold C. Silao Willy Dumpit

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	4. Collects Plaques from the Finance and Logistics Committee. 5. Assist in the awarding of Plaques and token after the session. 6. Coordinate with Protocol Committee 7. Send personalized thank-you notes expressing gratitude for their participation and contribution to the regional assembly.	
Participants Welfare, Health and wellness	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 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.	Chair: Dr. Jumer C. Carlon Dr. Lerio Rena Tul-id Nurses: SDO Butuan (3) SDO Agusa del Norte (3)
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. • Opening salvo	SDS Jeanie L. Mativo ASDS Hector Macalalag Glorina Siclon

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	• Fellowship night • Daily intermission number 2. Ensure performers are professional and meet the event's needs. 3. 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. 4. 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. 5. Handle logistics for performers, including arrival times, transportation, dressing rooms, and any special requirements they may have (e.g., meal preferences, technical setup needs). 6. 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. Coordinate with the Protocol team for the food and snacks of the Resource Speakers. Oversee food distribution during the event, ensuring food stations are properly set up, replenished as needed, and that guests are served efficiently. 4. Manage the flow of meals during breaks, lunch, or dinner to avoid delays.	SDS Gemma de Paz ASDS Glorian B. Ederosas Marygold C. Silao
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

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	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. 5. Prepare electronic Certificate of Participation and Certificate of Attendance 6. Coordinate with the Registration and Daily Attendance Committee for timely release of Certificate of Participation and Certificate of Attendance	
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