



Republic of the Philippines
Department of Education
CARAGA REGION

REGIONAL MEMORANDUM
No. 0057, s. 2026

JANUARY 22, 2026

To: Assistant Regional Director
Schools Division Superintendents
Regional Office Functional Division Chiefs
All Others Concerned

2025 NATIONAL PLANNING CONFERENCE TECHNICAL WORKING GROUPS
ONLINE COORDINATION MEETING

1. The field is hereby informed of the **2025 National Planning Conference Technical Working Groups Online Coordination Meeting** on **January 22, 2026, 1:30 p.m.** via MS Teams. The link will be shared later.
2. The agenda of the meeting is as follows:
 - a. Review of the Committee's Deliverables
 - b. Progress of the Preparation
 - c. Other Matters
3. Expected participants include the Assistant Regional Director, Schools Division Superintendents, Assistant Schools Division Superintendents, all Chiefs of the Regional Office, ICTU and PAU head, all members of the NPC 2025 TWGs and the PPRD personnel.
4. Enclosed is the list of the NPC 2025 TWGs members.
5. For immediate dissemination.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

CONFERENCE

PPRD/vcn
01/21/2026

2025 NATIONAL PLANNING CONFERENCE TECHNICAL WORKING GROUPS

Committee	RO	SDO	Terms of Reference
Steering Committee	RD Maria Ines C. Asuncion ARD Pedro T. Escobarte, Jr.	SDS Minerva T. Albis SDS Jeanie Mativo All other SDSs and ASDSs Members: Glorina L. Siclon Fe M. Dizon	1. Provides strategic leadership, oversight, and decision-making authority in the planning, implementation, and evaluation of the DepEd National Planning Conference, ensuring alignment with institutional goals and national education priorities. 2. Defines the overall objectives, theme, and expected outcomes of the conference. 3. Approves major program components, schedules, and resource allocations. 4. Supervises the work of all subcommittees and ensures timely delivery of outputs. 5. Resolves cross-functional issues and provides guidance on critical decisions. 6. Monitors progress and ensures adherence to timelines and quality standards. 7. Identifies potential risks and challenges in the planning and execution phases. 8. Approves contingency plans and mitigation strategies.
Program Committee	Chairperson: Violeta Nunez	Rimonette C. Talan Frengie G. Botoy Arnold C. Solen	1. Designs, coordinates, and implements the official program of the DepEd National Planning Conference 2025, ensuring

	Co-Chairperson Flordelisa R. Dalin Members: Caroline Guerta Jimuel Diva Winston Eben Barbie Ann Padas	Grace Ann Bagcat Jeck Barlisan John Rey Ebasco Alexis Senanin Maricel Mondia	alignment with the conference objectives, stakeholder expectations, and DepEd's strategic priorities. 2. Develops the overall flow and structure of the conference program. 3. Prepares a detailed program schedule, including time allocations, session formats, and venue assignments. 4. Drafts and presents program proposal; prints and distributes the finalized program. 6. Identifies and schedules keynote speakers, panelists, moderators, and facilitators. 7. Supervises program execution and adjusts schedules as needed during the event. 8. Coordinates with the Protocol, Logistics, and Technical Committees to ensure alignment and readiness. 9. Facilitates rehearsals or technical run-throughs-as needed. 10. Manages the flow of ceremonial segments, including national anthem, invocation, welcome remarks, closing messages, and others during the Opening Program, Break-out Sessions, Welcome Socials and Closing Program. 11. Performs other related tasks.
Finance Committee	Elaine Navarro Noime Plazon	Joselito C. Pabatang Mark Anthony P. Intano Christine Ybañez	1. Facilitates the release and monitoring of the disbursement/ utilization of the downloaded funds

Monitoring and Evaluation Committee	Chairperson: Marlyne Villareal Member: Emmanuel S. Saga	Adam Neil C. Uba Angel P. Rabuya Roy Saracosa	1. Prepares daily online evaluation links and gathers online evaluation from the participants. 2. Consolidates and provides on time evaluation results with analysis to the program management team. 3. Submits final/post activity report that includes pictures and videos (Coordinate with Technical and Audiovisual, Publication and Multimedia Committee). 4. Performs other related tasks.
Registration Committee	Chairperson: Violeta C. Nunez Co-Chairperson: Marcelino Ahon Members: Dandee Jonathan Monton Winston Eben Empha Grace Perez Barbie Ann Padas	Glorina Siclon All SEPS in Planning and Research and Division Planning Officers Kenneth Lipio Julius Jugarap Aileen Capon Edward Ruiz Melanie Morden Kyle Jovan Siman Joy Lilith Llano Grace Ann D. Bagcat	1. Oversees registration for all participants, ensuring accurate records, smooth check-in, and efficient data handling. 2. Manages online and on-site registration, including preparation of sheets and QR codes. 3. Prepares and distributes conference kits, IDs, and materials. 4. Sets up and staffs registration counters. 5. Verifies credentials and tracks attendance. 6. Assists walk-in participants and resolves registration issues. 7. Gathers and maintains accurate participant information, including position/designation, gender, arrival and departure dates, polo shirt size, dietary restrictions, and other relevant details. 8. Ensures timely provision of this data to support event planning and logistics.

			9. Coordinates data sharing with Program, Certificate, Protocol, and Ushering Committees and other committees. 8. Provides real-time attendance updates to the Steering Committee.
Hotel Accommodation	Chairperson: Alejandro Macadatar Co-Chairperson Violeta C. Nunez Members: Caroline Guerta-Dultra Dandee Jonathan Monton Winston Eben Glenn Aspe Empha Grace Perez Barbie Anne Padas	SDS Jeanie Mativo ASDS Hector Macalalag Fe M. Dizon Glorina Siclon Sonia Montalban Frengie Botoy Edward Ruiz Joy Ann J. Rodes Rosell P. Abellana Region 1, 2, 3 – c/o Las Nieves District (PSDS : Carlos Samontina Region 4A & MIMAROPA- c/o Nasipit District (PSDS: Arnold C. Solen) Region 5 – c/o Carmen District (PSDS: Esther G. Sanoria Region 6 & 7 – c/o Jabonga District (PSDS Representative: Bamelo Aguillon Region 8 & 9 – c/o Kitcharao District (PSDS: Eliasa M. Montante	1. Ensures efficient coordination, reservation, and management of hotel accommodation for all participants, guests, and staff involved in the event. 2. Collects and consolidates accommodation requirements from participants (e.g., check-in/check-out dates, room preferences). 3. Facilitates room assignments and confirms bookings with hotel partners. 4. Provides participants with booking details and hotel contact information. 5. Coordinates arrival and departure schedules with the Transportation Committee. 6. Assists with special requests (e.g., early check-in, late check-out, room upgrades). 7. Ensures smooth check-in/check-out processes during the event. 8. Maintains a master list of hotel assignments and contact persons. 9. Ensures the demonstration of basic hospitality protocols, including the provision of <i>refreshments (e.g., fruits and water) and tokens of appreciation</i> for EXECOM including the RDs, CO Secretariat and Resource Speakers members.

		Region 10 – c/o Tubay District (PSDS: Danilo M. Felias) Region 11- c/o Santiago District (PSDS: Bernardita Q. Moreno) Region 12- c/o RTR District (PSDS: Juvy M. Reyes) CAR: c/o Magallanes District (PSDS: Gina M. Bagayas) Caraga, BARMM, NCR & NIR: c/o Buenavista District (PSDS: Adelaida S. Pacon; represented by Joy Ann J. Rodes)	10. Provides assistance to hired drivers from other regions in securing suitable hotel accommodations within the city. 11. Addresses accommodation-related concerns or emergencies promptly. 12. Monitors hotel service delivery and gathers feedback for post-event evaluation. 13. Maintains confidentiality and professionalism in handling participant information. 14. Coordinates with the Registration and Transportation and Protocol, Ushering and Guest Relation Committee.
Food Committee	Chairperson: Flordelisa R. Dalin Members: Caroline Guerta-Dultra	Fe M. Dizon Glorina Siclon Grace A. Ando Annabelle G. Remonte Florence D. Comandante Jimeny A. Miranda-Cruz Adelaida S. Pacon Bernadita Q. Moreno Anie S. Calba Daisy Bajao Agnes Badana Deberose Aguala	1. Ensures the provision of safe, timely, and appropriate meals and refreshments for all participants, guests, and personnel throughout the duration of the conference. 2. Coordinates food service arrangements that meet the needs of all attendees. 3. Ensures food quality, safety, and dietary considerations are addressed. 4. Supports the smooth flow of meal distribution aligned with the conference schedule. 5. Plans and coordinates meal schedules for breakfast, lunch, snacks, and dinner, as applicable.

			6. Ensures meals accommodate dietary restrictions (e.g., vegetarian, halal, allergies). 7. Oversees food distribution at designated areas and ensures orderly service. 8. Provides meals for VIPs, resource speakers, and working committees as scheduled. 9. Addresses food-related concerns or emergencies during the event. 10. Performs other related tasks as assigned.
Transportation Committee	Chairperson: Joel Rosales Co-Chairperson: Meriam dela Rita Members: Fe Baring Jhonrex Alguzar Ronald James Calo Reon R. Tizon Christopher H. Morano Jovie Ibano	Arnold C. Solen Members: Elmer N. Bulalhog Allan Q. Joven Virgilio R. Jugalbot Edward M. Ruiz Norberto C. Balisado Danilo Bajao Ricky Otaza Marlon G. Vergara Region 1: Juniel Cabag Region 2: Arnulfo Lumagod Region 3: Elmer Butcon Region 4: Danilo Bajao MIMAROPA: Edgrado Pal Region 5: Saldie Teclere Region 6: Kenneth Morano	1. Ensures safe, timely, and organized transport of participants, guests, and conference personnel throughout the duration of the event. 2. Coordinates transportation logistics for arrivals, departures, and daily transfers. 3. Provides reliable transport support for EXECOM, CO Secretariat, resource speakers, and other NPC participants. 4. Ensures vehicle deployment aligns with the conference schedule and security protocols. 5. Develops and implements a transportation plan covering airport transfers, hotel-to-venue shuttles, and special movements. 6. Coordinates with the Security and Protocol Committees for VIP transport arrangements.

		Region 7: Jaylone Calamba Region 8: Ricardo M. Apat III Region 9: Raul Gocotano Region 10: Cyrus L. Ocmen Region 11: Roland Jomoc Region 12: Jonathan C. Cabajes BARMM: Edmundo Gocotano NIR; RICKY Otaza NCR: Stephen Tiape CARAGA: Renante Gonzaga **All DepEd vans and pick-up drivers of the 12 SDOs	7. Assigns transport coordinators and dispatchers at key locations (airport, hotels, venue). 8. Monitors vehicle availability, routes, and schedules to avoid delays. <i>9. Ensures that all DepEd Caraga SDO service vehicles (vans and pick-up units) are deployed to the Regional Office, fully fueled and accompanied by their designated drivers.</i> 10. Assists in emergency transport needs or last-minute adjustments. 11. Ensures compliance with safety standards and traffic regulations. 12. Determines and coordinates designated parking areas to ensure organized vehicle access and efficient traffic flow throughout the event. 12. Provides real-time updates to the Secretariat and Steering Committee. 13. Performs other related tasks as assigned.
Security and Traffic Committee	Chairperson: Joel B. Rosales Co-Chairperson: Alejandro Macadatar Member:	Hotel /Venue Management Shelemiah C. Gata Jamel I. Sacar Anacleto Larano Jay Balesta	1. Prepares and implements comprehensive Security and Traffic Plans in coordination with the local PNP, including: (a) Deployment and Parking Plan to manage personnel and vehicle flow; (b) Real-time monitoring of activities and crowd movement within the event premises

	Jonathan Garzon	Juish dela Victoria Elizalde Chavit Ronald del Agua Rudy Villar	2. Coordinates with the Philippine National Police (PNP) to ensure the deployment of security patrols for the safe and orderly transport of EXECOM members to and from the airport, and to safeguard all participants within the conference venue and designated hotel accommodations. 3. Coordinates with the venue management for parking spaces. 4. Performs other related tasks as assigned.
Technical and Production Committee	Chairperson: Marcelino Ahon Co-Chairperson: Pedro Tecson Members: Clifford T. Eco Winston Eben Glenn Aspe	Eugene Godffrey E. Saarenas Frengie G. Botoy Members: Glenn Mark Dela Sala Franz More Reynan Basillo Danfred Picardal Joel Gonia Chris Rosales Honey Grace Buyan Angelito Escol Glenn Jules Jamero Cherrwin Prongo	1. Provides technical requirements for the execution of the program 2. Handles the technical rehearsals and the actual conduct of event 3. Coordinates with the program committee in the provision of <i>visual and graphic materials for tarpaulins/ IDs/ shirts</i> 4. Conducts thorough inspection and ensures the functionality of all essential audiovisual equipment, including: • LED wall for the opening program and welcome socials • LCD projectors, televisions, and teleprompters (as needed) for Day 2 breakout sessions • Microphones for all major segments: opening program, breakout sessions, welcome socials, and closing program • Sound system across all event segments • Provision of at least five (5) working presentation clickers • <i>Internet connection meets the specification</i>

			4. Captures comprehensive photo and video coverage of all event activities to document key moments and support post-event materials. 5. Provides same Day Edit 6. Performs other related tasks <i>NOTE: Please refer to the provided technical specifications for reference.</i>
Hall Preparation/ Stage Decoration, Hall Restoration, Break-out Sessions, Physical Set-up Committee	Chairperson: Edmund Mendoza Co-Chairperson: Marcelino Ahon Members: 1. Winston Eben 2. Glenn Aspe 4. Mariel Sosmena	Danilo M. Felias Members: Shelemiah C. Gata Jamel I. Sacar Ryan Julio Lester Berth Jiao Day 1: Tubay, Jabonga, Kitcharao, Santiago Day 2: Buenavista,Nasipit, Magallanes Day 3: RTR, Carmen, Las Nieves	1. Ensures that all physical venues, including plenary halls, breakout rooms, and auxiliary spaces—are properly prepared, maintained, and restored before, during, and after the conference, in alignment with the program flow and logistical requirements. <i>2. Ensures full compliance with prescribed specifications for the Plenary/ Conference Hall, including layout, equipment, seating arrangement, and technical provisions, as outlined in the approved event plan (please refer to the specifications from the Management).</i> 3. Prepares and organizes all conference venues to meet functional, aesthetic, and safety standards. <i>4. Ensures that stage decorations adhere to standard protocols and are thematically aligned with the conference objectives.</i> 5. Coordinates and supports other committees (e.g., Program, Protocol, Technical and others) with physical setup needs. 6. Ensures compliance with safety standards and accessibility requirements.

			Hall Preparation 1. Coordinates with venue management for access, layout plans, and technical requirements. 2. Arranges seating, stage setup, podiums, backdrops, and other physical elements based on the program design. 3. <i>Ensures that all seats designated for guests and regional participants are clearly labeled and arranged according to the approved seating plan, maintaining protocol and visibility throughout the event.</i> 4. Conducts pre-event inspections to verify readiness and resolve any deficiencies. 5. Ensures availability of signage, directional guides, and branding materials. Break-out Sessions 1. Prepares breakout rooms with appropriate seating arrangements (150 seats), AV equipment, and materials. 2. Coordinates with the Program Committee for session schedules and room assignments. 3. Provides on-site support during breakout sessions, including technical assistance and room transitions. 4. Ensures each breakout room is properly reset and maintained between sessions, adhering to the specific technical requirements and setup standards for each scheduled activity.
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			Physical Set-up 1. Prepares holding rooms for EXECOM and performers (if any). 2. Prepares physical setup before, during and after (as the case maybe) the program. 3. Prepares and/or coordinates with venue management or the Technical Production Committee for the following requirements: • LED Wall (opening program and welcome socials) • LCD Projectors, television and teleprompter (if needed) per break-out session on Day 2 • Functional Microphones (opening program, break-out sessions, welcome socials and closing program) • Functional Sound system during the opening Program, break-out sessions, welcome socials and closing program • <i>Internet connection meets the specification</i> • Provision of at least five (5) working presentation clickers • Round tables • Chairs • Generator Set (standby) 4. Maintains an inventory of setup materials and monitors usage throughout the event. <i>NOTE: Please refer to the provided technical specifications for reference.</i>
Host and Script Committee	Chairperson: Pedro Tecson Co-chairperson:	SDS Jeanie Mativo ASDS Hector Macacalalag SDS Minerva Albis	1. Coordinates with the program committee 2. Scouts program hosts

	Flordelisa Dalin Members: Jez Marie Macuno	ASDS Leonivee Silvosa Fe M. Dizon Glorina Siclon Ian Basco Juish dela Victoria Egbert Miron Felix Timoteo Michael Tadulan Melanie Garnica Annabelle Galon Decem Montil Tetchie Vicera	3. Prepares the scripts of the program/s 4. Audits the scripts 5. Performs rehearsals or technical run-throughs as needed. 6. Performs other related tasks
Protocol, Ushering and Guest Relation Committee	Chairperson: Marlyne Villareal Members: 1. Caroline Guerta-Dultra 2. Barbie Ann Padas Note: <i>Please see attached proposed list of protocol officers for comments.</i> https://tinyurl.com/zb7dn8yr	SDS Jeanie L. Mativo ASDS Hector DN Macalalag Fe M. Dizon Glorina Siclon Rimonette C. Talan All SEPS in Planning and Research All Division Planning Officers Usherettes/Ushers Kristina Joy C. Amador Barry D. Manalili Lloyd C. Sarfosal Vachel Grace V. Panquico Jezzelyn C. Basinillo	1. Ensures the dignified, organized, and hospitable reception and handling of all guests, particularly the EXECOM, RDs, CO secretariat, resource speakers, and all participants, in accordance with DepEd protocol standards and cultural practices. <i>2. Prepares the leis and oversees their ceremonial donning for identified guests, ensuring cultural appropriateness and alignment with event protocol.</i> 3. Upholds proper protocol and ceremonial procedures throughout the conference. 4. Provides courteous and efficient ushering services to guide guests and participants. 5. Delivers personalized guest relations support to ensure a welcoming and seamless experience. 6. Prepares and presents leis or tokens to distinguished guests (EXECOM, RDs, CO Secretariat, Resource Speakers and stakeholders – Gov. Angel Amante, Cong Joboy Aquino,

		Kristine Joy Shalom P. Carlos Elnie C. Simbit Glenn Jules G. Jamero Jessin Dimple P. Abastillas Hazel Rose C. Alvar Leomyr O. Pajo Dee Jay G. Felicilda Althea Grace E. Plaza Anna Marie Christine P. Nobleza Daisy Grace R. De Jesus Ma. Catherine Joy Q. Cabusao	Cong. Dale Corvera and City Mayor Lawrence Fortun), during arrival and ceremonial events. 7. Coordinates with the Hotel Committee to ensure the implementation of <i>standard hospitality protocols for guests, including the provision of refreshments (e.g., fruits and water) and tokens of appreciation for EXECOM members, RDs, CO Secretariat, and resource speakers.</i> 8. Ensures proper seating arrangements for EXECOM, RDs, CO Secretariat, Resource Speakers and stakeholders – Gov. Angel Amante, Cong Joboy Aquino, Cong. Dale Corvera and City Mayor Lawrence Fortun). <i>9. Maintains a photo directory of key guests for accurate identification and protocol coordination.</i> 10. Assigns ushers to strategic areas including entrances, plenary halls, breakout rooms, and registration counters. 11. Provides real-time updates to the Program and Security Committees regarding guest flow and needs. 12. Welcomes guests at the airport and facilitates hotel accommodation arrangements and assists guests in their departure. 13. Responds to guest inquiries and concerns with professionalism and courtesy. 14. Coordinates with the Transportation and Security Committees for safe and timely transfers. 15. Performs other related tasks
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Communication / Invitation Committee	Chairperson: Violeta C. Nunez Co-Chairperson: Bernabe Linog Members: Pedro Tecson Dandee Jonathan Monton Barbie Ann Padas	Sweet Loueljie A. Arcite Lilibeth S. Apat Members: Geneveve S. Apatan John Rey Ebasco Kyle Siman Czarina Kay R. Pagaran Coleen P. Tandayag Jewel Rose T. Barrientos Doroteo Suyat	1. Manages all official communications and invitations, ensuring timely dissemination and coordination with guests and stakeholders. 2. Prepares and delivers formal invitations to identified participants, LGU officials, and other stakeholders. 3. Coordinates with relevant committees to align messaging and guest engagement. 4. Maintains and updates the master list of invitees and confirmed attendees. 5. Works with Protocol and Ushering Committee on guest handling and seating. 6. Ensures communication materials follow DepEd branding and tone. 7. Handles inquiries related to invitations and general conference details. 8. Prepares thank-you letters for stakeholders. 9. Performs other related tasks as assigned.
Medical, Dental and Wellness Committee	Chairperson: Jumer C. Carlon, MD	Butuan and Agusan Norte nurses (rotation) Roschelle Paeste, MO III Hannah Grace H. Balistoy, MO III + 6 nurses (ADN) + 6 nurses (BXU)	1. Safeguards the health and well-being of all participants by providing accessible medical, dental, and wellness services throughout the duration of the event or program. 2. Provides first aid and emergency medical assistance on-site. 3. Coordinates with local hospitals or emergency services for referrals or critical cases.

		*2 nurses per hotel (with accommodation)	4. Maintains a log of medical incidents and interventions. 5. Ensures availability of medical supplies, equipment, and personnel. 6. Sets up and manages a designated wellness and medical station. 7. Coordinates with other committees (e.g., Registration, Logistics) for participant data and special health needs. 8. Performs other related tasks as assigned
Venue Upkeep and Hygiene Committee	Chairperson: Bernabe Linog Co-Chairperson: Edmund Mendoza Members Caroline Guerta Dandee Jonathan Monton Empha Grace Perez	Fe M. Dizon Glorina Siclon Frengie Botoy Sonia Montalban Rowena Egay Jay Directo Districts in-charge/personnel	1. Ensures the cleanliness, sanitation, and overall maintenance of all event venues—including plenary halls, breakout rooms, restrooms, and common areas—throughout the duration of the program. 2. Conducts site inspections to assess cleanliness and readiness of all venues. 3. Coordinates with venue management and housekeeping staff regarding cleaning schedules and standards. 4. Ensures availability of cleaning supplies, waste bins, and hygiene essentials (e.g., hand sanitizers, tissue, soap). 5. During the event, monitors cleanliness and sanitation of: • Plenary halls and breakout session rooms • Toilets and wash areas • Hallways, lobbies, and other shared spaces 6. Responds promptly to cleanliness concerns or sanitation issues raised by participants.

			7. Ensures regular monitoring on waste disposal and replenishment of hygiene supplies.
Documentation and Media Relation	Chairperson: Pedro Tecson Members 1. Jez Marie Macuno	Frengie G. Botoy Robert Pepe Budyong: Angelika Morano Sherwyn Penus Christian Lozano Flomena Benitez Hannah Faith Facura Amy Guday Honey Grace Buyan Juish Dela Victoria Jhon Excell Sano Sherjune Canete Ronnie Dela Pena Chris Rosales	1. Prepares and publishes press releases accompanied by relevant photographs across official communication platforms. 2. Captures high-quality photographs during key conference activities for documentation and publicity purposes. 3. Organizes and facilitates press conferences and media interviews, as necessary. 4. Performs other related tasks
Certificate of Participation/ Appearance Committee	Chairperson: Violeta C. Nunez Co-Chairperson: Marcelino Ahon Members: Dandee Jonathan Monton Winston Eben Empha Grace Perez	ASDS Hector Macalalag Chief Fe M. Dizon Chief Glorina Siclon All SEPS in Planning and Research and Division Planning Officers	1. Manages paperless issuance of certificate of participation and appearance to participants, guests, and resource speakers. 2. Ensures timely, accurate, and consistent certificate formatting. 3. Coordinates with the Registration Committee for validation and distribution. 4. Manages reissuance and corrections as needed. 5. Performs other related tasks as assigned

Token Committee	Chairperson: Marlyne Villareal Member: Fe M. Baring	Fe M. Dizon Glorina Siclon Joselito C. Pabatang Jimeny M. Cruz All PSDSs Ryan Julio Joebert Puyo Lester Berth Jiao Christine Ybanez	1. Ensures the thoughtful selection, preparation, and distribution of tokens that reflect the values of DepEd and the spirit of the NPC, fostering appreciation, engagement, and institutional pride among participants, partners, and resource persons. 2. Identifies token recipients (e.g., speakers, facilitators, guests, participants). 3. Coordinates with the Program and Secretariat Committees for alignment with the event flow and guest profiles. 4. Ensures tokens are ready for distribution per the program schedule. 5. Facilitate smooth and timely distribution during the NPC Maintain a distribution log for documentation and audit purposes
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