



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

MARCH 11, 2026

REGIONAL MEMORANDUM

No. 0245, s. 2026

To: Schools Division Superintendents  
RO Functional Division Chief  
All Others Concerned

COMPOSITION OF THE TECHNICAL WORKING GROUP FOR THE CARAGA  
REGIONAL ASSEMBLY OF EDUCATION LEADERS (RAEL) ON  
SCHOOL-BASED PROCUREMENT UNDER RA 12009

1. The Philippine Association of Schools Superintendents (PASS) Caraga hereby informs the field that the conduct of the Regional Assembly of Education Leaders on School-Based Procurement Under RA 12009 with the theme, *Transparent and Accountable School Governance: School-Based Procurement in the New Procurement Law RA 12009* shall be moved to **March 12-13, 2026, at Balanghai Convention Center.**
2. To ensure the effective preparation and conduct of the Caraga Regional Assembly of Education Leaders (RAEL) on School-Based Procurement under Republic Act No. 12009, a Technical Working Group (TWG) is hereby created to provide technical, administrative, and logistical support for the successful implementation of the activity.
3. Hall preparation shall commence on March 11, 2026, at 2:00 PM and the Technical dry run at 4:00 PM at the Balanghai Hotel and Convention Center, Butuan City.
4. Travel expenses for all TWG members will be charged against local funds, in accordance with the standard accounting and audit procedures.
5. For information, dissemination, and compliance.

**MARIA INES C. ASUNCION**

Regional Director

Encl.: NONE

Reference: NONE

To be indicated in the Perpetual Index  
under the following subjects:

PROCUREMENT

SCHOOL HEADS

STAKEHOLDERS

QAD/mmv  
03/02/2026

Enclosure to Regional Memorandum No. 0245, s. 2026

**DEPED CARAGA REGIONAL ASSEMBLY OF EDUCATION LEADERS**  
*Transparent and Accountable School Governance: School-Based Procurement in the  
 New Procurement Law RA 12009*

**TECHNICAL WORKING GROUP**

| COMMITTEE                                             | FUNCTION AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | MEMBERS                                                                                                       |
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| <b>Overall Program Management and Direction</b>       | <ol style="list-style-type: none"> <li>1. Oversee the overall planning and execution of the regional assembly.</li> <li>2. Coordinate between various sub-committees.</li> <li>3. Ensure that the regional assembly objectives are met.</li> <li>4. Handle high-level decisions and problem-solving.</li> <li>5. Develop the regional assembly program and schedule.</li> <li>6. Select session speakers, and officers of the day.</li> <li>7. Coordinate the content and flow of the regional assembly</li> </ol> | <b>Chair:</b><br><b>SDS Mineva T. Albis</b><br><b>Members:</b><br>Flordelisa R. Dalin<br>Marlyne M. Villareal |
| <b>Finance Committee</b>                              | <ol style="list-style-type: none"> <li>1. Prepare and manage the activity budget and financial requirements.</li> <li>2. Facilitate processing of payments, reimbursements, and liquidation of expenses.</li> <li>3. Prepare financial reports related to the conduct of the activity.</li> </ol>                                                                                                                                                                                                                  | <b>Chair:</b><br><b>SDS Florence Almaden</b>                                                                  |
| <b>Logistics and Administrative Support Committee</b> | <ol style="list-style-type: none"> <li>1. Manage the procurement of meals and materials, and venue and equipment rentals.</li> <li>2. Arrange venue, accommodation, transportation, and other logistical requirements.</li> <li>3. Prepare and manage materials, supplies, and</li> </ol>                                                                                                                                                                                                                          | <b>Chair</b><br><b>Janice V. Berte</b><br><b>Members:</b><br>Select Personnel from SDO Butuan City            |

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|                                        | <p>equipment needed for the activity.</p> <ol style="list-style-type: none"> <li>4. Ensure readiness of audio-visual equipment and venue setup.</li> <li>5. Provide administrative and logistical assistance before, during, and after the event.</li> </ol>                                                                                                                                                                                                                                      |                                                                                                                  |
| <b>Program and Technical Committee</b> | <ol style="list-style-type: none"> <li>1. Develop the overall activity design, program flow, and schedule of activities.</li> <li>2. Ensure alignment of the technical content with RA 12009 and DepEd procurement policies.</li> <li>3. Coordinate with resource speakers regarding topics and presentations.</li> <li>4. Prepare session guides, background materials, and learning resources.</li> <li>5. Facilitate the conduct of plenary sessions, discussions, and open forums.</li> </ol> | <p><b>Chair:</b><br/><b>Jonathan F. Garzon</b></p> <p>Members:<br/>Emmanuel S. Saga<br/>Clifford Eco</p>         |
| <b>Program Direction Committee</b>     | <ol style="list-style-type: none"> <li>1. Direct and manage the actual flow of the program during the event.</li> <li>2. Coordinate with the Master of Ceremonies, speakers, and presenters to ensure adherence to the program schedule.</li> <li>3. Cue speakers, performers, and technical staff during the program.</li> <li>4. Ensure smooth transitions between segments of the program.</li> <li>5. Address immediate program concerns during the activity.</li> </ol>                      | <p><b>Chair:</b><br/><b>Pedro A. Tecsom</b></p> <p>Members:<br/>Joveth T. Tampil<br/>Edwin C. Fuego</p>          |
| <b>Entertainment Committee</b>         | <ol style="list-style-type: none"> <li>1. Organize intermission numbers, cultural presentations, and entertainment segments during the assembly.</li> </ol>                                                                                                                                                                                                                                                                                                                                       | <p><b>Chair:</b><br/><b>Flordelisa R. Dalin</b></p> <p>Members:<br/>Ernest Andry Alaam<br/>Leogie N. Landeza</p> |

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|                                                                                 | <ol style="list-style-type: none"> <li>2. Coordinate with performers and ensure readiness of presentations.</li> <li>3. Prepare scripts or guides for entertainment segments when necessary.</li> <li>4. Ensure that entertainment components are appropriate and aligned with the event's theme.</li> </ol>                                                                                                                                                                                                                                                                                           | <p>Nace January F. Tionson<br/>Kint C. Mapandi<br/>Jesus Montalban<br/>Renato M. Felias</p>                                                                                                                                                                                                        |
| <p><b>Secretariat, Documentation, and Participants Management Committee</b></p> | <ol style="list-style-type: none"> <li>1. Prepares online registration (which shall collect basic information and registration payment receipts).</li> <li>2. Manage participant registration, attendance monitoring, and confirmation of participants.</li> <li>3. Coordinate with Schools Division Offices (SDOs) regarding participant attendance and submission of necessary requirements.</li> <li>4. Prepare and organize documentation materials such as photos, reports, and records of the activity.</li> <li>5. Prepares table top signages to guide participants to their seats.</li> </ol> | <p><b>Chair:</b><br/><b>SDS Gemma A. De Paz</b><br/><b>SDO Bislig City</b><br/><b>Participants Management</b><br/>Alejandro P. Macadatar</p> <p>Members:<br/>Christy J. Gamboa<br/>Conniefe C. Artista</p> <p><b>Photo and Video Coverage</b><br/>Domingo C. Nollora<br/>Rodrigo H. Madelo Jr.</p> |
| <p><b>Hall Preparation Committee</b></p>                                        | <ol style="list-style-type: none"> <li>1. Prepare and arrange the <b>venue layout</b>, including stage setup, seating arrangement, registration area, and placement of tables and chairs.</li> <li>2. Install and ensure proper placement of <b>banners, backdrops, signages, and other visual materials</b> related to the activity.</li> <li>3. Coordinate with the <b>ICT and Technical Support Committee</b> for the setup of projectors,</li> </ol>                                                                                                                                               | <p><b>Chair:</b><br/><b>Alejandro P. Macadatar</b></p> <p><b>Members:</b><br/>Select Personnel from SDO<br/>Butuan City</p>                                                                                                                                                                        |

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|                                                       | <p>sound system, microphones, and other equipment needed during the program.</p> <ol style="list-style-type: none"> <li>4. Ensure the <b>cleanliness, orderliness, and readiness of the venue</b> prior to the conduct of the activity.</li> <li>5. Prepare and arrange <b>materials and equipment</b> needed for the conduct of the assembly.</li> <li>6. Monitor and maintain the <b>overall physical arrangement of the venue</b> throughout the duration of the activity.</li> <li>7. Conduct <b>pre-activity inspection and setup</b> to ensure that all preparations are completed before the arrival of participants and guests.</li> </ol>                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Guest and Resource Speakers Protocol Committee</b> | <ol style="list-style-type: none"> <li>1. Coordinate with invited resource speakers and guest officials regarding their participation, schedule, and specific requirements.</li> <li>2. Facilitate the reception and assistance of resource speakers upon arrival at the venue.,</li> <li>3. Ensure that designated seating, nameplates, and presentation materials for resource speakers are properly prepared.</li> <li>4. Coordinate with the Program Direction Committee regarding the program flow and cueing of speakers during their respective sessions.</li> <li>5. Assist resource speakers in the setup of their presentations and materials in coordination with the ICT and Technical Support Committee.</li> </ol> | <p><b>Chair:</b><br/><b>Marlyne M. Villareal</b><br/>Fe M. Baring</p> <p><b>Protocol Officers:</b><br/>SDS Imelda N. Sabornido<br/>SDS Jeanie L. Mativo<br/>SDS Maria Teresa M. Real<br/>ASDS Love Emma B. Sudario<br/>ASDS Leonevee V. Silvosa<br/>ASDS Hector DN Macalalag<br/>ASDS Corazon P. Roa</p> <p><b>Plaques and Leis</b><br/>Janice V. Berte<br/>Restituto Navarro</p> <p>Tokens:<br/><b>SDS Gemma de Paz</b></p> |

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|                                               | <ol style="list-style-type: none"> <li>6. Provide necessary assistance to ensure the comfort and readiness of resource speakers before, during, and after their presentations.</li> <li>7. Facilitate the presentation of certificates of appreciation or tokens to the resource speakers, when applicable.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                               |
| <b>ICT and Technical Support Committee</b>    | <ol style="list-style-type: none"> <li>1. Provide technical support for presentations, sound system, and multimedia requirements.</li> <li>2. Ensure functionality of projectors, laptops, sound system, and internet connectivity.</li> <li>3. Assist speakers and facilitators with their presentation materials.</li> <li>4. Support digital documentation and archiving of the activity.</li> </ol>                                                                                                                                                                                                                                                                                                | <b>Chair:</b><br><b>Marcelino A. Ahon</b><br><b>Members:</b><br>Clifford Eco<br>Winston Eben                                                  |
| <b>Safety and Security and Transportation</b> | <ol style="list-style-type: none"> <li>1. Ensure that the venue is accessible to all participants, including those with disabilities.</li> <li>2. Establish and communicate emergency evacuation plans and procedures.</li> <li>3. Connect with PNP for police visibility</li> <li>4. Facilitate the transport of invited resource speakers, key officials, and guests, when necessary.</li> <li>5. Coordinate pickup and drop-off arrangements for resource speakers and designated officials.</li> <li>6. Monitor the movement and availability of vehicles to support the logistical needs of the activity.</li> <li>7. Coordinate with other committees to ensure the timely arrival of</li> </ol> | <b>Chair:</b><br><b>Joel B. Rosales</b><br><br><b>Members:</b><br>Jhonrex Alguzar<br>Ronald James Calo<br>Christopher Morano<br>Grace Fuentes |

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|                                                  | resource persons and activity materials at the venue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                       |
| <b>Participants Welfare, Health and wellness</b> | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Assign Medical Team to provide first aid and</li> <li>8. 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.</li> </ol> | <p><b>Chair:</b><br/><b>Dr. Jumer C. Carlon</b><br/>Rena Tul-id</p> <p>Medical Office and Nurse from<br/>SDO Agusan del Norte<br/>SDO Butuan City</p> |
| <b>Media and Press Release</b>                   | <ol style="list-style-type: none"> <li>1. Prepare and disseminate press releases, news articles, and media materials highlighting the objectives and outcomes of the activity.</li> <li>2. Coordinate with the Program and Documentation Committees in gathering relevant information, photos, and key highlights of the event.</li> <li>3. Facilitate media coverage and documentation, including photo and video recording of significant moments during the activity.</li> </ol>                                                                                                                                                                                                                                                                                                    | <p><b>Chair:</b><br/><b>Pedro A. Tecson</b></p> <p>Member<br/>Jez Marie R. Macuno</p>                                                                 |

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|  | <ol style="list-style-type: none"> <li>4. Manage the preparation and publication of official announcements, social media posts, and website updates related to the activity.</li> <li>5. Ensure that all media materials are aligned with DepEd communication protocols and branding guidelines.</li> <li>6. Compile and archive media outputs, photos, and press materials for reporting and future reference.</li> </ol> |  |
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