



Dec. 2, 2019

REGIONAL MEMORANDUM

No. 810, s. 2019

**ADDENDUM TO REGIONAL MEMORANDUM NO. 798, S. 2019 GLOBAL TEACHER PRIZE
AMBASSADORS & PRINCESS MAHA CHAKRI AWARD FORUM AND REGIONAL MEMORANDUM NO.
801, S. 2019 ASIA PACIFIC ECONOMIC COOPERATION (APEC) CONCEPT NOTE WRITING WORKSHOP**

To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

1. This Office hereby announces that the conduct of the two Mindanao Cluster activities: APEC Concept Note Writing Workshop on Dec. 5, 2019, and the Global Teacher Prize Ambassadors & Princess Maha Chakri Award Forum on December 6, 2019 shall be hosted by the Divisions of Agusan del Norte and Butuan City.
2. To assist the Central Office in the smooth conduct of the aforementioned activities and to underscore Caraga's culture of hospitality and good will, Composition and Terms of Reference for the Technical Working Group is hereby indicated as Enclosure No. 1.
3. Google sketch map from Butuan City Airport to the venue, Amontay Resort, Nasipit, Agusan del Norte; and Butuan City Bus terminal to the venue are provided as Enclosure No. 2 to guide participants from other regions in Mindanao who might not be able to catch up the Free Shuttle Bus on Dec. 4 between 3:00 to 5:00 o'clock in the afternoon, Dec. 5 at 6:00 to 7:30 o'clock in the morning and 3:00 to 5:00 o'clock in the afternoon, and Dec. 6 at 6:00 to 7:30 o'clock in the morning along DepEd Caraga Regional Office.
4. Telephone Directory of the participating Regional Offices in Mindanao is provided as Enclosure No. 3 which shall guide the Protocol Officers as they coordinate with the Administrative Staff of the Regional Directors.
5. Travel expenses, and other incidental expenses of the Technical Working Group members from the schools division offices relative to their assignment on Dec. 4-7, 2019 (inclusive of the arrival date and departure date of the participants to the two activities) shall be charged against their local funds, subject to the usual accounting and auditing rules and regulations.
6. All other provisions of Regional Memorandum 798, s. 2019 and Regional Memorandum 801, s. 2019 are still in effect.
7. For your information, guidance and compliance


FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC-Regional Director

Encls.: as stated

Reference: Regional Memo 798, s. 2019, DepEd Memo No. 149, s. 2019

Regional Memorandum 801, s. 2019, Unnumbered Memorandum dated Nov. 8, 2019

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

AWARDS

CONFERENCE

PRIZES

TEACHERS

WORKSHOP

HRDD/med
12/02/2019



ISO 9001:2015 CERTIFIED
Certificate No.:
UAE/QMS/2019/1938

DCC No.: **DCC #: DepEdRO13-F-REC-013/R2/9-5-2019**



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COMPOSITION AND TERMS OF REFERENCE OF THE TECHNICAL WORKING GROUP

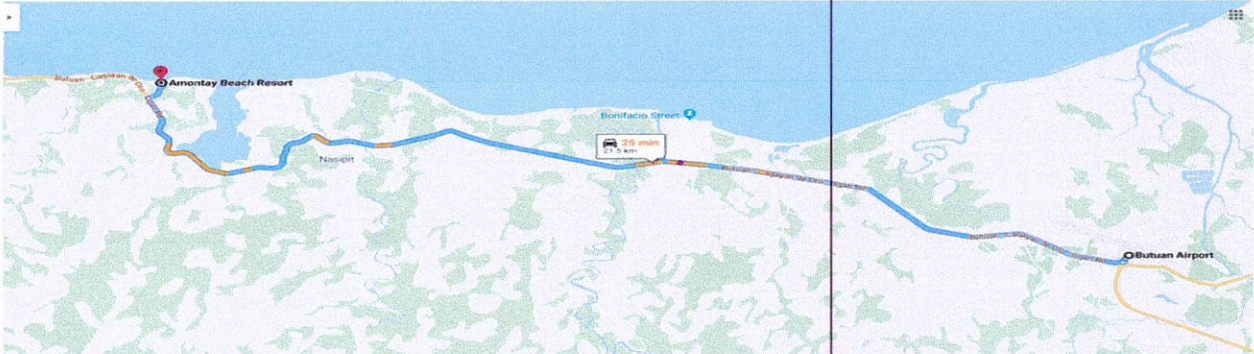
COMMITTEE	TERMS OF REFERENCE	TECHNICAL WORKING GROUP MEMBERS	SDO
Protocol Officers' Team	1. Agree among themselves on the assignment of Region (IX/X/XI/XII/XIII) and official (RD/ARD/SDS). 2. Contact administrative staff of the RD/ARD/SDS re: flight details/schedule of travel of the assigned official. 3. Provide Google sketch map from airport to venue & bus terminal as information for other participants from their region. 4. Inform the administrative staff of the official to disseminate the schedule of the free shuttle to fetch other participants from DepEd Regional Office/SDO. <u>For the APEC Workshop</u> Availability of free shuttle: Dec. 4: 3-5 pm Dec. 5: 6-8 am <u>For the GTP Forum</u> Availability of free shuttle : Dec. 5: 3-5 pm Dec. 6: 6-8 am 5. Fetch assigned official from the airport/bus terminal to the venue, Amontay Resort, Agusan del Norte, and vice versa. 6. Must be available when the official requests for tour in any historical/tourist spot of interest 7. Prepare token/goods for the assigned official which shall be given to them on their check out date. 8. Agree among the members on the goods/token with uniform packaging.	Mr. Romeo Estillore Mr. Trifon Vergara Ms. Lanie Gargueña Mr. Rey Collado Mr. Victor Hernando Ms. Ana Marie Ceniza Ms. Rubina Agan Mr. Lewellyn Mejias Mr. Victor Hernando Dr. Rogelio Sultan Dr. Donald Orbillos Mr. Domingo Nollora III Ms. Nancy Pantin Mr. Carlos Catalan Ms. Mary Jean Ramirez Dr. Fe Puspup, Ms. Fe Varona Dr. Luisito Pero Mr. Carlito Nietes Ms. Elvira Paulin Ms. Leona Carmelo Eliasa Montante Adelaida Pacon Arnold Solen Aglucito Duquesa Carlos Samontina Danilo Felias Danilo Bajao Esther Sanoria Florante More Francisco Abaquita Jiva Javier Juvy Reyes Marivic Gamutan Nelia Torreon Gina Bagayas Elena Madelo Bernadita Moreno Jonalyn Mores Rebecca Montante	Butuan City (for the RDs/ARDs/SDSs participants to the Global Teacher Prize Ambassadors & Princess Maha Chakri Award Forum Check in Date: Dec. 5, 2019 Check out Date: Dec. 6, 2019) Agusan del Norte (for the Asia Pacific Economic Cooperation (APEC) Concept Note Writing Workshop : Check in Date: Dec. 4, 2019 Check out Date: Dec. 6, 2019)
Secretariat & Reproduction of Programmes	1. Assist the Central Office staff during the Registration of Participants. 2. Coordinate with the Central Office and take charge in the reproduction of	David Carmelo Janice Berte Sweet Louiljie A. Arcite	Butuan City Agusan del Norte

(100 copies) & Logistics	the Opening Program of both APEC and Global Teacher Prize Forum. 3. Prepare Attendance Sheets for the two activities. 4. Prepare kits for the two activities and report to Mr. Carmelo on Wednesday Dec. 4, 2019	Geneveve S. Apatan Ms. Virgie Malapitan Ms. Mirafior Guillena Ms. Cherry Mae Son	
Stage Preparation/ Decoration/ After Care	1. Ensure that the decoration of the venue and preparation of the hall is set. 2. Provide signage for each table, by region 3. Ensure that all participants are seated. 4. Ensure that the venue has the necessary equipment like LCD, laptop for the presentations and other related materials. 5. Oversee during the hall/venue after the activities on Dec. 5 and 6, 2019.	Julia Costas and Nasipit Northwest District school heads	Agusan del Norte
Usherettes	1. Ensure that all participants are seated in their designated places. 2. Usher guests and participants during the Opening Program of both APEC on Dec. 5 and Global Teacher Prize Forum on Dec. 6. 3. Don leis/corsage to the speakers, RDs/aRDs and higher officials from the Central Office.	Ms. Glorina Siclon Ms. Elvie Hernandez Ms. Maricel Mondia Ms. Lilibeth Apat Ms. Mary Joy Intong Ms. Junabelle Ibuña Ms. Hazel Yabo	Agusan del Norte Butuan City
Preparation of Leis & Corsages	1. Prepare leis and corsages enough for the Resource Persons, guests and higher officials. (25 for the APEC Workshop & 45 for the GTP Forum)	Mr. Resituto Navarro Ms. Rowena Calumpang Ms. Regina A. Andaya	Butuan City
Program Entertainment	1. Ensures cultural presentation during the Opening Program, specifically while having healthy break and lunch for both APEC & Forum. 2. Ensures that presenters have travel authority and are on time in the venue.	Ms. Anabelle Chan	Butuan City
Transportation	1. Coordinate with Amontay Resort staff for the availability of free service shuttle for other participants from the Regional Office to the venue. 2. Ensure that the free service shuttle shall be available to fetch the participants on the following schedule. Reference point is along Regional Office.	Mr. Marcos Sulapas Mr. Michael U. Martin Mr. Rodrigo Madelo	Butuan City

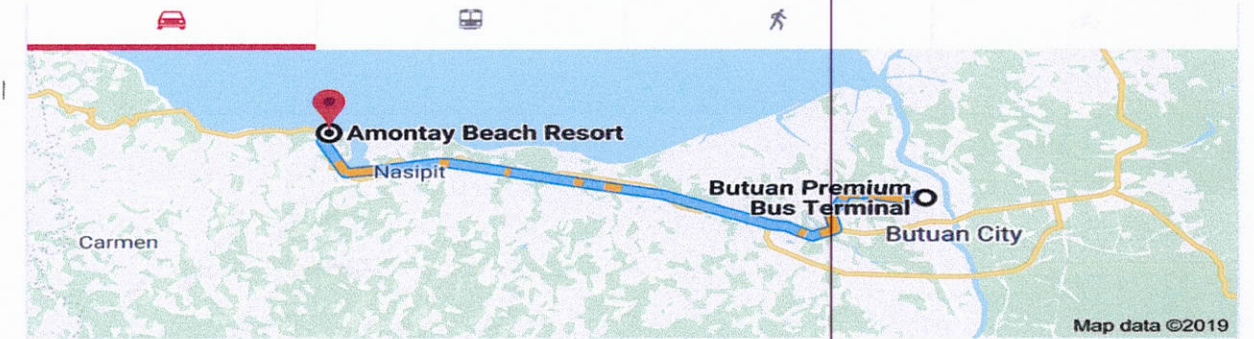
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Regional Office tokens for the RDs/ARDs and C.O. higher officials	1. Take charge of the separate tokens from the Regional Office to the RDs/ARDs and higher officials from the Central Office. 2. Ensure that tokens are of uniform packaging.	Ms. Meriam C. dela Rita Ms. Phenyl Joy A. Estella		Regional Office

GOOGLE SKETCH MAP

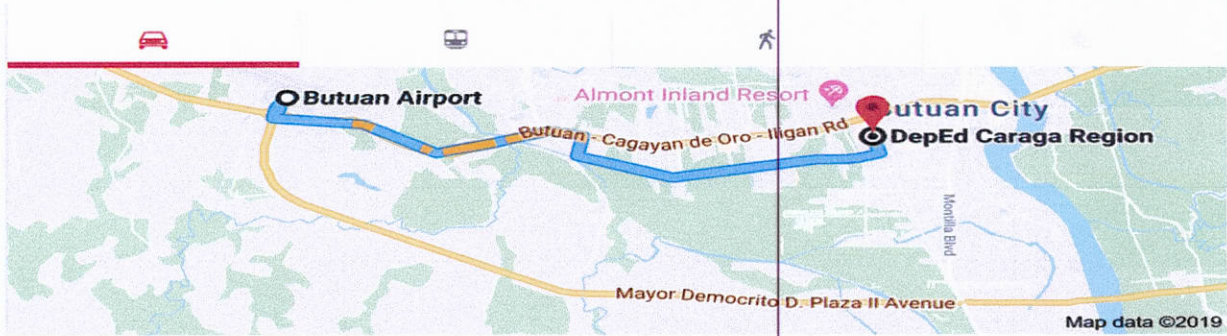
- Butuan City Airport to Amontay Resort, Nasipit, Agusan del Norte



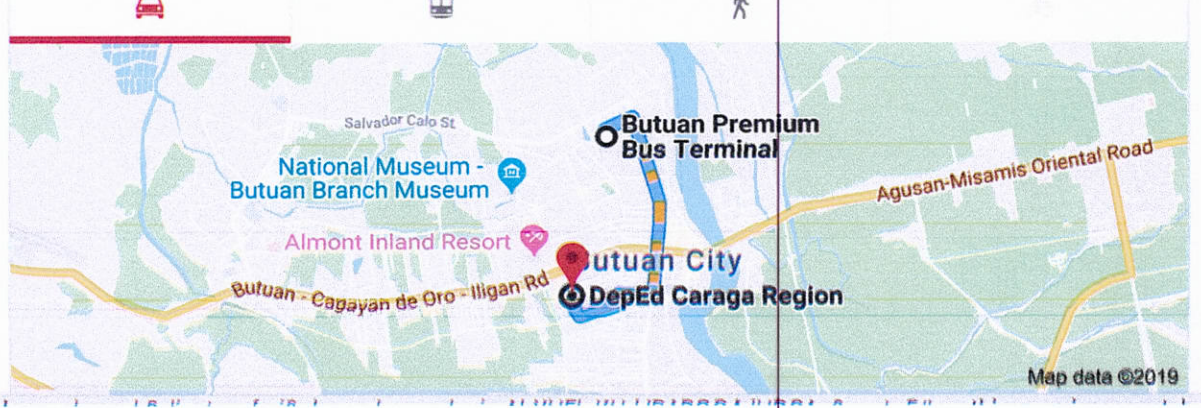
- Butuan City Bus Terminal, Langihan, Butuan City to Amontay Resort, Nasipit, Agusan del Norte



- Butuan City Airport to DepEd Caraga Regional Office



- Butuan City Terminal to DepEd Caraga Regional Office



Enclosure No. 3 of RM 810, s. 2019

CONTACT NUMBERS OF THE PARTICIPATING REGIONAL OFFICES

REGION	REGIONAL DIRECTOR	CONTACT NUMBERS
IX	ISABELITA M. BORRES, CESO III	(062) 215 3751
X	ARTURO B. BAYUCOT, CESO V	(088) 856 3932
XI	EVELYN R. FETALVERO, CESO V	(082 227 9342)
XII	ALLAN G. FARNAZO, CESO IV	(083) 228 8825
CARAGA	FRANCIS CESAR B. BRINGAS, CESO V	(085) 342 8207