



Republic of the Philippines
Department of Education
CARAGA REGION
J. Rosales Avenue, Butuan City
Tel. No. (085) 342-8207



REGIONAL ADVISORY

No. _____, s. 2018



TO: Schools Division Superintendents
Chiefs, Functional Divisions
This Region

FROM: **FRANCIS CESAR B. BRINGAS, CESO V**
OIC-Regional Director

SUBJECT: **2018 CONFERENCE OF BASIC EDUCATION RESEARCHERS-
SOUTHEAST ASIA**

DATE: 12 September, 2018

This Office hereby disseminates the invitation to the 2018 Conference of Basic Education Researchers-Southeast Asia of DepEd Region IV-A and CALABARZON Regional Association of Schools Superintendents, Inc. on Nov. 27-29, 2018 at the De La Salle University, Dasmariñas City. The theme is "Research Towards Transformative Basic Education Across Borders".

All research enthusiasts especially those who availed of the Basic Education Research Funds (BERF) are hereby encouraged to participate in the said Conference. Submission of Abstract either for oral or poster presentation through online to the Official 2018 CBER-Southeast Asia website www.cber-calabarzon.org is on or before Sept. 14, 2018. Participation of classroom teachers shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

Please find attached Region IV-A Advisory and Memorandum for more details.

For your information and guidance.

Encl.: Advisory No. 177, s. 2018 (DepEd 4A)
Regional Memo 18 - 359 (DepEd 4A)

Advisory No. 177, s. 2018

September 11, 2018

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

2018 CONFERENCE OF BASIC EDUCATION RESEARCHERS-SOUTHEAST ASIA
OF THE DEPARTMENT OF EDUCATION REGION IV-A AND CALABARZON
REGIONAL ASSOCIATION OF SCHOOLS SUPERINTENDENTS INC.

The Department of Education (DepEd) through the DepEd Regional Office IV-A (CALABARZON) and CALABARZON's Regional Association of Schools Division Superintendents, will hold the 2018 Conference of Basic Education Researchers-Southeast Asia (CBERS) with the theme Research Towards Transformative Basic Education Across Borders from November 27 to 29, 2018 at the De La Salle University, Dasmariñas City, Cavite.

The conference aims to:

1. promote interdisciplinary dialogue, as well as exchange of ideas among researchers and educators on issues related to skills and competencies, values and ethics, critical thinking and soft skills, multilingualism, and multiculturalism in basic education;
2. sustain innovative learning environments for teaching and learning across borders;
3. intensify collaboration and expand partnerships among DepEd's development partners and other education and research institutions; and
4. share best practices and innovations towards transformative basic education across borders.

The target participants are educational leaders and managers, teachers and professors from state universities and colleges (SUCs) and higher education institutions (HEIs), other research practitioners in the education sector, development partners/research institutions, and other interested groups.

Participation of public and private schools shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

For more information, contact:

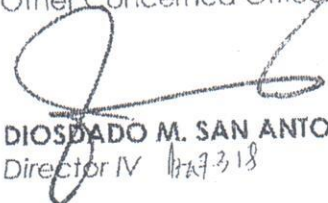
Dr. Melna R. Albano
DepEd Region IV-A (CALABARZON)
Gate 2, Karangalan Village, Cainta, Rizal
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Mobile Phone Nos. 0928-955-3542, 0977-811-8513
Email Addresses: melna.albano@deped.gov.ph
pprd.calabarzon@deped.gov.ph



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : Schools Division Superintendents
President of state Universities/Colleges
Heads, Private and Public Elementary and Secondary Schools
Other Concerned Offices

FROM :  **DIOSDADO M. SAN ANTONIO**
Director IV July 3, 2018

SUBJECT : 2018 CONFERENCE OF BASIC EDUCATION RESEARCHERS
SOUTHEAST ASIA

DATE : July 3, 2018

1. The Department of Education through the Regional Office IV-A (CALABARZON), Policy Research and Development Division and International Corporate Office, DepED Central Office in cooperation with CALABARZON Regional Association of School Superintendents, Inc. will hold the 2018 Conference of Basic Education Researchers – South East Asia on November 27-29, 2018 at the De La Salle University, Dasmariñas City, 4114, Cavite. The theme is "Research Towards Transformative Basic Education Across Borders".

2. The conference specifically aims to:

2.1 promote interdisciplinary dialogue, as well as exchange of ideas among researchers and educators on issues related to skills and competencies, values and ethics, critical thinking and soft skills, multi-lingualism and multi-culturism in basic education;

2.2 sustain innovative learning environments for teaching and learning across borders;

2.3 intensify collaboration and expand partnerships among DepEd's development partners and other education and research institutions from all over the ASEAN countries; and



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2.4 share best practices and innovations towards transformative basic education across borders.

3. The target participants are educational leaders and managers, classroom teachers and professors from State University and Colleges (SUCs) and (HEIs) and other research practitioners in the education sector and development partners/research institutions and other interested groups and other ASEAN countries.

4. The researchers who are grantees of the Basic Education Research Fund are likewise expected to attend the conference.

5. Interested researchers are encouraged to prepare and submit either for oral or poster presentation, their research entries online to the Official 2018 CBER – Southeast Asia website www.cber-calabarzon.org on or before September 7, 2018. Kindly indicate in the subject your choice of presentation, whether in oral or poster presentation and/or both.

6. A registration fee of Five Thousand Pesos (Php 5,000.00)/ One Hundred US Dollars (\$100) shall be collected from each of the participants including the presenters. It will cover breakfast (2), A.M and P.M snacks (2), lunch (2) and other operational expenses. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Early bird will be given discount of Php 500.00 or \$10 (on or before October 27,2018).

7. Payment of registration fees shall be made through bank deposit.

Account Name : Region4A Association of Schools
Superintendents, Inc.
Account Number : 5887-5889-1180-9
Bank and Branch : Metrobank Lipa, Ayala Highway

8. No walk-in participants shall be accepted. Only oral and poster presenters who pre-registered shall be included in the final program.

9. Guidelines for the submission of the research entry and other presentation mechanics and the list of committees/members are indicated in the attached enclosure nos. 1 & 2 for easy reference.

11. For further details and other concerns relative to this activity, please contact the 2018 CBER Southeast Asia Secretariat at 02-682-5773 local 119 or send an email to 2018cbersecretariat@gmail.com copy furnished carlito.rocafort@deped.gov.ph and melna.albano@deped.gov.ph or pprd.calabarzon@deped.gov.ph.

12. Wide and immediate dissemination of this Memorandum is desired.

(Enclosure No. 1 to REGIONAL MEMORANDUM No. ____s. 2018)

2018 CONFERENCE OF BASIC EDUCATION RESEARCHERS – SOUTHEAST ASIA
November 27-29, 2018
De La Salle University
Dasmariñas City

1. Teachers, researchers, school heads, education supervisors, educational leaders and managers, interested researchers, and graduate school students are qualified to present their paper to the said conference. The researcher should pre-identify his/her paper on the priority research themes indicated in the Basic Education Research Agenda.

- i. Teaching and Learning
- ii. Child Protection
- iii. Human Resource Development
- iv. Governance

Research projects may also focus on the areas that cut across the major themes:

- i. Disaster Risk Reduction Management
- ii. Inclusive Education
- iii. Gender and Development

2. The findings generated from the identified research theme should yield towards evidence-based actions for ensuring access to a complete basic education, improving the quality of education and ensuring effective, transparent and engaging governance.

3. Research projects which have been approved to avail the Basic Education Research Fund (BERF) are automatically qualified to be presented. However, those which have been presented in previous international and national conferences are no longer qualified in this research conference.

4. Both oral and poster presenters are required to submit their research abstracts on or before September 7, 2018 to www.cber-calabarzon.org. Accepted oral and poster presenters shall be notified via e-mail not later than October 15, 2018.

5. Abstracts should consist of 150-250 words following the structured format:

- i. Purpose [objectives of the research]
- ii. Design/methodology/approach [how the research was conducted, includes sampling, mode of data collection, theoretical or subject scope of the paper]
- iii. Findings [results of the research, analysis of data, discussion]

- iv. Research limitations/implications [methodology parameters that can restrict the scope of the research findings and are outside the control of the researchers]
- v. Originality/value [What is new in the research? What is the value of the research? Is the research heuristic or holistic?]
- vi. Keywords [Listing of keywords will facilitate the search for the research work; should be italicized]

6. Both oral and poster presenters shall be guided by the following mechanics of presentations:

Oral Presentation:

- i. Presentation shall last for 15-20 minutes with 10 minutes for open forum. Prepare a power point presentation with the following format:
 - a. Slide 1 – Title and Author/s
 - b. Slide 2 – Rationale
 - c. Slide 3 – Key Literature
 - d. Slide 4 – Methodology
 - e. Slide 5-7 – Findings
 - f. Slide 8 – Implications
 - g. Slide 9 – Conclusions
 - h. Slide 10 – Recommendations
- ii. The presenter may distribute handouts/brochures in electronic and/or hard copies to interested participants.
- iii. Schedules, changes thereto and venue of presentations shall only be made by the Conference Secretariat.

Pecha Kucha Presentation:

- i. A "Pecha Kucha" (Japanese for chit-chat) is a 20x20 presentation that contains 20 slides, with each slide shown for 20 seconds, for a presentation of exactly 6 minutes and 40 seconds.
- ii. The presenters for the Pecha Kucha will be mentored by their respective Schools Division Research Committee (SDRC) members.
- iii. For the sample of this presentation, kindly check out this video:
<https://www.youtube.com/watch?v=Ek46u3UgE1o>

Interactive Poster Presentation:

- i. Each presenter will be given 3-5 minutes to discuss the research project before participants will interact with other participants.

- ii. Presenter is advised to use vertical (portrait) layout at 48 x 36-inch size. It shall be displayed in a designated area in the morning of Day 1 of the conference.
- iii. Poster should also include the Abstract, Introduction, Research Questions, Research Design, Results and Discussions, Conclusions and References.
- iv. Suggested font sizes: Title, 80-90 points; Authors, 50-60 points; Affiliation, 45-65 points; Headings, 40-50 points; Text, 30-40 points.

7. The full paper to be submitted to the Conference Committee shall be written as a manuscript for journal publication observing APA style which has the following components: Title, Abstract, Introduction (including a Brief Review of Literature, Research Questions) Methods (including research design, sampling, data collection and analysis and ethical issues), Results, Discussion, Conclusions, References and Acknowledgements (if any).

8. The best paper award shall be selected on the basis of the indicators suggested in DepEd Order No. 16 s. 2017.

(Enclosure No. 2)

2018 CONFERENCE OF BASIC EDUCATION RESEARCHERS – SOUTHEAST ASIA
November 27-29, 2018
De La Salle University
Dasmariñas City

LIST OF COMMITTEES/MEMBERS

1. **OVERALL CHAIRPERSON** – RD Diosdado M. San Antonio
Assistant Chairperson – OIC-ARD Francis Cesar V. Bringas
Members – Dir. Margarita Concolacion C. Ballesteros
Dir. Roger Masapol
SDS Carlito Rocafort

2. **Committee on Registration** (includes distribution of kits and certificates of participation, appearance)
Chairperson – Ms. Agnes Rolle
Co-Chairperson – Ms. Marites Gloria
Members: Dr. Luz Osmena
Dr. Angelina Umali
Ms. Ann Geralyn T. Pelias
Ms. Angelina Mendiola
Ms. Virginia Bagacay
Ms. Lourdes Barrientos
Ms. Andrea Mabel Abrencillo
Ms. Maria Susana Oliveros
Ms. Ma. Rojane Miranda
Ms. Lourdes Catolico
Mr. Michael Girard Alba
Dr. Annaliza T. Araojo
Mr. Danilo Ilagan
Mr. Elinio Garcia
Ms. Donnagel Vuelta
Ms. Lilian Bubelis
Ms. Glenda Dela Torre
Mr. Neil Evangelista
Ms. Nimfa Bermendi
Ms. Joy Parado
Ms. Geleen Grace Mateo
Ms. Pacita Lungcay
Ms. Natalia Meligrito

3. **Committee on Collection and Issuance of Receipts**
Chairperson – SDS Ludy Pasagui
Co-Chairperson – Ms. Zyril Zenarosa
Members: - Ms. Joy Bautista
Mr. Jaybee Bueno

4. **Committee on Accommodation and Food**
Chairperson – SDS Manuela Tolentino
Co-Chairperson – Mr. Manny Resurrecion
Members - All EPSs of the SDO of Dasmariñas

5. Committee on Program and Invitation
 - Chairperson – SDS Ruth Fuentes
 - Co-Chairperson– SDS Myrthel Evardome
 - Members - OICS-SDS Catherine Talavera
 - OIC-ASDS Nadine Celindro
 - OIC-ASDS Lourdes Bermudez

6. Committee on Reception
 - Chairperson – Ms. Jennifer Lopez
 - Co-Chairperson – Ms. Alona Encinares
 - Members - Ms. Elaine Balaogan
 - Ms. Viernalyn Nama
 - Ms. Jisela Ulpina
 - Ms. Maricris Tadoian
 - Ms. Elena Lopez
 - Ms. Donna Lago
 - Ms. Gerly Japson
 - Ms. Analyn Simbul
 - Ms. Meliza Liporada

7. Committee on Physical Arrangement (including the arrangement of Posters)
 - Chairperson – SDS Donato Bueno
 - Co-Chairperson– OIC-SDS Celedonio Balderas
 - Members - All Male EPSs of Imus, Dasmarias and Bacoor City

8. Committee on Sessions
 - Chairman – SDS Cherrylou de Mesa
 - Co-Chairman – SDS Jocelyn Solana
 - Member – SDS Charlie Rocafort
 - OIC-ASDS Christopher Diaz

9. Committee of the Groupings in the Parallel Sessions
 - Chairperson - OIC-SDS Doris Estalilla
 - Co-chairperson - OIC SDS Susan Oribiana
 - Members - OIC SDS – Edna F. Agustin
 - OIC ASDS Homer N. Mendoza
 - OIC ASDS Joepi F. Falqueza
 - OIC ASDS Ernesto D. Lindo
 - OIC ASDS Daisy Z. Miranda
 - OIC ASDS Shirley Siman
 - OIC ASDS Felizardo O. Bolanos
 - OIC-ASDS Catherine Maranan
 - OIC-ASDS Diana Topacio
 - OIC-ASDS Gerlie Ilagan
 - OIC-ASDS Nadine Celindro
 - OIC-ASDS Hermogenes Panganiban
 - All Senior Education Program Specialists for Research and Planning and Division Planning Officers

10. Committee on Print and Non-Print, Lay outing of Design, Website Updates, Certificate of Appearance
 - Chairnerson - Mr. Rev Valenzuela

- | | |
|------------------------------|--|
| Co-Chairperson-
Members - | Mr. Randolph Catolico
All PPRD Staff
Ms. Liezel Selda
Ms. Darlyn Nicolas
Mr. Joseph Damian
Mr. Emil Reambillo
Ms. Jocelyn Martin |
|------------------------------|--|
11. Committee on Reproduction of Abstracts (including design and storing in the USB)
Chairperson – SDS Charlie Rocafort
Co-Chairperson – Russel Perez
Member - ITO of SDO Batangas Province
 12. Committee on Certificates/Attendance
Chairperson - SDS Rosemarie Torres
Co-Chairperson - OIC SDS Editha M. Atendito
Members - OIC ASDS Lualhati O. Cadavedo
- OIC ASDS Bernadette T. Luna
 13. Committee on Conference Kits
Chairperson – OIC SDS Celedonio B. Balderas, Jr.
Co-Chairperson – ALL 4A Officers
Member - OIC ASDS Edgardo Militante
 14. Committee to Review Research Studies for Oral and Poster Presentations
Chairperson – Dr. Melna R. Albano
Co-Chairperson – All Regional Research Committee Members (RRC Members)
 15. Committee on Documentation
Chairperson – Mr. Ariel Azuelo
Co-Chairperson – Mr. Rey Valenzuela
Members: Ms. Nadina Gatón
Atty. Jocelyn Buclig
Ms. Criscel Negoza
Ms. Ma. Joan Paula Dino

TERMS OF REFERENCE FOR COMMITTEES

1. ORGANIZING COMMITTEE
Chairperson - RD Diosdado M. San Antonio
Co-Chairperson - OIC-ARD Francis Cesar V. Bringas
Members - Dir. Margarita Consolacion C. Ballesteros
SDS Carlito D. Rocafort

Responsibilities

- Oversees of the whole event
2. Committee on Registration
Chairperson - Ms. Agnes Rolle
Co-Chairperson – Ms. Marites Gloria
Members: Dr. Luz Osmena
Dr. Anaelina Umali

Ms. Ann GERALYN T. PELIAS
 Ms. Angelina Mendiola
 Ms. Virginia Bagacay
 Ms. Lourdes Barrientos
 Ms. Maybel Abrencillo
 Ms. Maria Susana Oliveros
 Ms. Ma. Rojane Miranda
 Ms. Lourdes Catolico
 Mr. Michael Girard Alba
 Dr. Annaliza T. Araojo
 Mr. Danilo Ilagan
 Mr. Elin Garcia
 Ms. Donna Buelta
 Ms. Lilian Bubelis
 Ms. Glenda Dela Torre
 Mr. Neil Evangelista
 Ms. Nimfa Bermendi
 Ms. Joy Parado
 Ms. Geleen Mateo
 Ms. Pacita Lungcay
 Ms. Anatalia Meligrito

Responsibilities:

- Collaborates with PPRD for a copy of completed registration sheets
- Prepares the master list of registered participants
- Prepares the Registration form and validates the same with the PPRD
- Creates a registration desk for registration before the conference proper.
- Disallows walk-in participants
- Coordinates with the other committees.
- Sees to it the distribution of certificates of participation and appearance is systematically being handled

3. Committee on Collection and Issuance of Receipts

Chairperson	-	OIC-SDS Ludy Pasagui
Co- Chairpersons	-	MS. Syril Zenarosa
Member	-	Mr. Jaybee Bueno
		Ms. Joy Bautista

Responsibilities:

- Collaborates with PPRD for a copy of completed registration sheets including those who paid
- Issues receipts to all those who paid their registration fees
- Coordinates with the other committees.

4. Committee on Accommodation and Food

Chairperson –	SDS Manuela Tolentino
Co-Chairperson –	Mr. Manny Resurrecion
Members	- All EPSs of the SDO of Dasmariñas

Responsibilities:

- Coordinates with caterer regarding the hall as well as Plenary Speakers including the conference management committee.
- Coordinates with the caterer the number and list of expected participants and conference management including the menu for the duration of the conference
- Manages the distribution of food and or arrangement for buffet setting, etc.
- Ensures that all participants are well served/accommodated.
- Coordinates arrangement of function/conference hall, hotel transportation (if necessary) and transfers of participants and audio-visual requirement.

5. Committee on Program and Invitation

Chairperson	-	SDS Ruth Fuentes and SDS Myrthel Evardome
Co-Chairperson	-	SDS Catherine Talavera
Members	-	OIC-ASDS Nadine Celindro
	-	OIC-ASDS Lourdes Bermudez

Responsibilities:

- Prepares the program of activities and invitation to resource person/speakers.
- Distributes program of activities and invitation to speakers, management and committees involved.
- Coordinates with the Committee on Session and ensures activities are followed as scheduled.
- Monitor the flow of program/activities.
- In-Charge of the Opening and Closing Ceremonies

6. Committee on Reception

Chairperson –	Ms. Jennifer Lopez
Co-Chairperson –	Ms. Alona Encinares
Members -	Ms. Elaine Balaogan
	Ms. Viernalyn Nama
	Ms. Jisela Ulpina
	Ms. Maricris Tadoian
	Ms. Elena Lopez
	Ms. Donna Lago
	Ms. Gerly Japson
	Ms. Analyn Simbul
	Ms. Meliza Liporada

Responsibilities:

- Ensures that all participants are given warm welcome and reception.
- Prepares corsage and other essentials for important guests to the event if necessary.
- Organizes sitting of participants through the help of the physical arrangement committee.

7. Committee on Physical Arrangement (including the arrangement of Posters)
- | | | |
|----------------|---|---|
| Chairperson | - | SDS Donato Bueno |
| Co-Chairperson | - | OIC-SDS Celedonio Balderas |
| Members | - | All Male EPSs of Imus, Dasmariñas and Bacoar City |

Responsibilities:

- Coordinates the decoration of the venue.
- Establishes setup times (work with De La Salle Management) and places the decorations in the rooms and then returning to dismantle them.
- Organizes and finishes any last minute assembly of the decorations once on-site.
- Collaborates with all the committees (Session, Food, etc), on space, set-up, audio visual needs such as computers, LED Info board, LCDs, and other technologies needed during the plenary and breakout sessions.
- Works with registration committee regarding the seating needs, numbers of participants, award recipients, special guests, etc.
- Ensures the correct number of presentation boards in the Session Hall (for the Oral Presenters) and the arrangement of posters must be in proper places.
- Posts the name of presenters, session managers, facilitators and date and time for every presentation in the session hall.

8. Committee on Sessions

- | | | |
|----------------|---|--|
| Chairpersons | - | SDS Cherrylou de Mesa |
| Co-Chairperson | - | SDS Jocelyn Solana |
| Members | - | SDS Carlito D. Rocafort
OIC-ASDS Christopher Diaz |

Responsibilities:

- Prepares the script for session managers.
- Sees to it that all oral presenters have been notified of their room assignments.
- Arrives in session room at least 20 minutes before sessions.
- Distributes the script to be used by the session manager.
- Transfers speaker presentations to computer used in session room.
- Makes announcements during session to complete evaluations, about changes, etc. if necessary.

9. Committee of Groupings in the Parallel Sessions

- | | | |
|----------------|---|---|
| Chairperson | - | OIC-SDS Doris Estalilla |
| Co-chairperson | - | OIC SDS Susan Oribiana |
| Members | - | OIC SDS – Edna F. Agustin
OIC ASDS Homer N. Mendoza
OIC ASDS Joepi F. Falqueza
OIC ASDS Ernesto D. Lindo
OIC ASDS Daisy Z. Miranda
OIC ASDS Shirley Siman
OIC ASDS Felizardo O. Bolanos |

OIC-ASDS Catherine Maranan
 OIC-ASDS Diana Topacio
 OIC-ASDS Gerlie Ilagan
 OIC-ASDS Nadine Celindro
 OIC-ASDS Hermogenes Panganiban
 All Senior Education Program Specialists for Research and
 Planning and Division Planning Officers

Responsibilities:

- Creatively designs room number/color code for every venue if necessary.
- Leads the participants in the session hall where they are assigned
- Coordinates/assists the Committee on Sessions for smooth flow of activities the availability of laptops and projectors in the session halls
- Ensure and manage the availability of Session Managers and the presenters in each of the session hall

10. Committee on Print and Non-Print, Lay outing of Design, Website Updates, Certificate of Appearance

Chairperson - Mr. Rey Valenzuela
 Co-Chairperson- Mr. Randolph Catolico
 Members - All PPRD Staff
 Ms. Liezel Selda
 Ms. Darlyn Nicolas
 Mr. Joseph Damian
 Mr. Emil Reambillo
 Ms. Jocelyn Martin

Responsibilities:

- Creates a system that all participants are listed in the Projection Screen
- Lay outs and updates the website
- Issues Identification Cards
- Ensures that all projection screen is in working condition
- Synchronizes with the Committee on Registration and Committee on Session with regards to the List of Session Managers and participants
- Coordinates with the Committee on Physical Arrangements with regards to equipment needed in all Session Halls
- Drafts all necessary designs and layout pertaining to CBER-SEA
- In charge in updating the CBER-SEA Website

11. Committee on Certificates/Attendance

Chairperson - Rosemarie Torres
 Co-Chairperson - OIC SDS Editha M. Atendito
 Members - OIC ASDS Lualhati O. Cadavedo
 - OIC ASDS Bernadette T. Luna

Responsibilities:

- Collaborates with the registration committee for the copy of attendance.
- Checks the attendance of session managers, facilitators and participants in every venue.
- Prepares Certificate/Plaque of Recognition for the keynote speaker.

- Prepares the cash prize for three (3) best presenters of both oral and poster categories
- Assists the emcee during the awarding ceremony.

12. Committee on Reproduction of Abstracts (including design and storing in the USB)

Chairperson	-	SDS Carlito D. Rocafort
Co-Chairpersons	-	Russel Perez
Members	-	ITO of SDO of Batangas

Responsibilities:

- Ensures that all abstracts of the researchers (both for oral and poster) are properly laid out as book format and stored in the usb
- Ensure that all abstracts (in book format) is readily accessible in the CBER Website
- Makes sure that program content is accurately reflected in the conference program.
- Works within budget.
- Coordinates with the Chairperson of Registration for the allowed budget per USB and the number of copies for storing.
- Solicits sponsors for the souvenir program.

13. Committee on Conference Kits

Chairpersons	-	OIC SDS Celedonio B. Balderas
Co-Chairpersons-		All 4A Officers
Members	-	OIC ASDS Edgardo Militante

Responsibilities:

- Identifies the contents of the conference kits.
- Designs the conference T-shirt.
- Coordinates with the registration committee to determine the number of the participants to receive the kits.
- Ensures that participants receive the necessary kit of the conference including t-shirt and registration receipt.

14. Committee to Review Research Studies for Oral and Poster Presentations

Chairperson	-	Dr. Melna R. Albano
Co-Chairperson	-	All RRC Members

Responsibilities:

- Organizes Review Committee for all researches and see to it that all submitted researches conform to the format.
- Attends paper selection meeting to review all researches.
- Advices all researchers of their confirmation whether they are for oral or poster presenters.
- Coordinates and submits List of Presenters (Oral and Poster) to the Committee on Sessions.

15. Committee on Documentation

Chairnerson	-	Mr. Ariel Azuelo
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Co-Chairperson– Mr. Rey Valenzuela
Members - Ms. Nadina Gaton
 Atty. Jocelyn Buclig
 Ms. Ma. Criscel Negosa
 Ms. Ma. Joan Paula Dino

Responsibilities:

- Works with Committee on Session regarding the scheduling and meeting room assignments.
- Works with Conference Planner and Technology Committee to ensure that all sessions have the AV needed.
- Ensures that session content is accurately reflected in the conference program.
- Works within budget.
- Provides write-ups of all the sessions held in the conference and document the entire proceedings for submission to the Regional Director.
- Prepares the synthesis of all papers presented.