



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Region XIII
Butuan City



October 8, 2018

REGIONAL MEMORANDUM

No. SS7 s. 2018



To: All Schools Division Superintendents
This Region

1. The following personnel (please see attached list) are requested to report to Grand Palace Hotel on October 9-11, 2018 as members of the Working Committee of the 2018 Parents-Teachers Association (PTA) Forum- Caraga.
2. Immediate dissemination of this memorandum to all concerned is highly desired.


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

PARENTS-TEACHERS ASSOCIATION (PTA) FORUM 2018		
Grand Palace Hotel, Butuan City October 9-11, 2018		
Committee	Persons in Charge	Terms of Reference
Program	Manuel O. Caberte Chief, ESSD Dr. Ma. Veronica Ivy T. Mitrofanous- Agusan del Sur PFP Dr. Benjie Jacob – Butuan City Division Alex S. Mistula- Surigao del Sur PFP Michael U. Martin – Butuan City PFP	Over-all in-charge of the program execution - Masters of Ceremony - Manage workshops and learnings Coordinates PTA Forum Welcome Night <i>Sponsor and Hosts PTA Forum Cultural Night (Please award a Certificate of Recognition for the Local Government Unit of Butuan and the Schools Division Office of Butuan City)</i>
Program Management	Adriene Mae J. Castanos, PhD. -Regional PFP Caraga Region SDO PFPs	- Coordinate with the counterparts - Documents (Memos, certificates, invitations, evaluation, etc.) - Venue Management
Invitation Logistics and Technical	Roderick R. Mindajao- Draftsman II Jovelito R. Ebano - Driver	- Program design and development - Invitation

	Engr. Patrick N. Manuel - Engineer II Engr. Roy Ritzi A. Cervantes - Engineer II	• Management of transportation of the TWG and Guests/Speakers • Collate presentations • Navigate technical requirements • Physical set-up
Logistics, Registration and Supplies	Cherry Hope T. Botona - Admin Asst. I Carin T. Ouano – Caraga State University Mercy S. Anino – Caraga State University	• Facilitate registration of participants • Manage supplies • Hotel accommodation • Food management • Invitation and confirmation of speakers (including schedules which shall be coordinated to the Logistics Committee, and other requests)
Guest Relations	Joy Ann J. Rodas - Agusan del Norte PFP Monette G. Eustella - Cabadbaran City PFP Rose Jeanne O. Suarez - Surigao del Norte PFP Leah S. Mones - Siargao PFP Marlon Balansag - Tandag City PFP	• Coordinate with the counterparts • Ushers • Collect presentations, and coordinate with Technical Committee
Documentation (Written and Photo)	Raquel B. Cultura - Surigao City - PFP Roel G. Chavez - PAO Pedro A. Tecson - PAO Roel T. Diamante - Bayugan City - PFP Benilda E. Eder - Dinagat - PFP	• Document the activity (including minutes, issues and concerns, and other matters discussed) • Distribute and consolidate evaluation forms • Collate presentations
Health and Wellness	Dr. Joesie M. Magsalay, RN	• Assure health and wellness of participants • Takes charge of Health related emergency