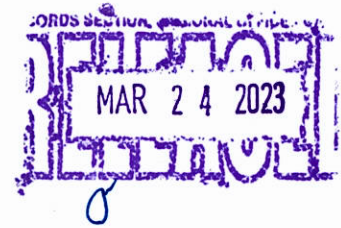




Republic of the Philippines  
Department of Education  
CARAGA REGION



March 24, 2023

REGIONAL MEMORANDUM  
No. 0224, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Region

COMPOSITION OF THE UNIVERSAL PREVENTION CURRICULUM TRAINING  
TECHNICAL WORKING GROUP

1. Caraga Region shall be hosting the National Training on Universal Prevention Curriculum (UPC) for Substance Use-Curriculum 7: Environment-Based Prevention Interventions on April 17-21, 2023 at Kawa Resort, Malinao, Siargao Island, Surigao del Norte.
2. To facilitate the conduct of the training, the UPC Technical Working Group (TWG) is organized as follows:

| Roles and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                 | Members                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Food and Physical Arrangement:</b> <ul style="list-style-type: none"><li>Ensures that the hall is prepared for the training.</li><li>Ensures that all meals and snacks are served on-time and are according to the specified menu.</li></ul>                                                                                                                                                                            | Anna Liza A. Lerio, DMD<br>Elgine J. Borja, RN<br>Pilarita S. Pomoy, RN                                                                                                                                                                                                                   |
| <b>Registration and Accommodation:</b> <ul style="list-style-type: none"><li>In-charge of the registration and makes sure that all participants have signed the daily attendance sheet.</li><li>Coordinates with the hotel staff for the room assignments and facilitates check-in and check-out of participants.</li><li>Distributes training kits and certificates of training and attendance to participants.</li></ul> | <b>Luzon participants:</b><br>April Rose L. Erno, RN<br>JD Roxanne C. Laid, RN<br>Liesel Jane C. Agramon, RN<br><b>Visayas participants:</b><br>Twinie R. Antipasado, RN<br>Jade Jen M. Dela Cruz, RN<br><b>Mindanao participants:</b><br>Rosynette E. Libay, RN<br>Jeorlyn V. Gopico, RN |
| <b>Transportation and Logistics:</b> <ul style="list-style-type: none"><li>Coordinates with representatives of each region for their flight/trip details and facilitates transportation of participants from the airport/seaport to the training venue and vice versa.</li><li>Facilitates transport of training related materials to the venue.</li></ul>                                                                 | <b>Luzon participants:</b><br>Jonathan S. Tapayad, RN<br><b>Visayas participants:</b><br>Farrell E. Epis, RN<br><b>Mindanao participants:</b><br>Jay El Sotto, RN                                                                                                                         |



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| <b>Welfare Officers:</b> <ul style="list-style-type: none"> <li>Ensures that required health protocols are observed during the entire duration of the training.</li> <li>Responds to any health emergencies during the training.</li> <li>Faciliates referral to nearest hospital as necessary.</li> </ul> | Ma. Angelica Veloso, MD<br>Juvy C. Arreza, RN<br>Haidy T. Arciga, RN |
| <b>IT/ Technical</b> <ul style="list-style-type: none"> <li>In-charge of setting-up the LCD projectors, sound system and troubleshoots any technical glitch that may occur during training.</li> <li>Ensures stability of internet connection during online presentations.</li> </ul>                      | Winston C. Eben                                                      |

3. All health personnel who are members of the TWG (Medical Officers, Dentists, Nurses) shall also participate in the training.
4. As part of the preparations, the Regional Health Unit shall visit the training venue and shall conduct an initial coordination meeting with the TWG members of Siargao Division on April 4, 2023.
5. Travelling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For your information and dissemination.

  
**MA. GEMMA MERCADO LEDESMA**  
Director IV

Encl/s.: NONE

Reference/s: BLSS Memo dated March 16, 2023

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

TECHNICAL WORKING GROUP

UPC TRAINING

ESSD/jcc  
03/24/2023



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