



Republic of the Philippines
Department of Education
CARAGA REGION

MAY 28, 2026

REGIONAL MEMORANDUM

No. 0511, s. 2026

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

COMPOSITION OF PROTOCOL OFFICERS FOR THE NATIONAL ACTIVITIES
TO BE HELD IN CARAGA REGION

1. In preparation for the upcoming national activities to be hosted by Region Caraga, namely the Mass Oathtaking Ceremony, Palarong Pambansa 2026, National Management Committee (MANCOM) Meeting, and National Brigada Eskwela Kick-off, the select RO and SDO personnel are hereby designated as Protocol Officers.
2. The designated Protocol Officers shall:
 - a. assist officials, guests, and delegates during arrival, stay, and departure activities;
 - b. oversee and coordinate matters related to airport reception and assistance, transportation arrangements, billeting and accommodation, itinerary coordination, venue assistance, guest management, and other protocol-related requirements of officials, delegates, and invited guests;
 - c. coordinate transportation, accommodation, venue requirements, and other logistical arrangements;
 - d. ensure adherence to established protocol procedures and standards during official engagements and activities. Refer to enclosure no. 2 for the Escorting Protocol Standards;
 - e. facilitate efficient communication and coordination with assigned officials, committees, and partner offices;
 - f. provide timely updates, reports, and necessary documentation to the Protocol Management Team; and
 - g. maintain professionalism, confidentiality, courtesy, and proper decorum at all times.
3. A hybrid coordination meeting will be conducted on **May 20, 2026**, at **2:00PM** at Bayugan Comprehensive National High School and via MS Teams at **<https://bit.ly/R13VIP>**.
4. All designated Protocol Officers are directed to report to Bayugan National Comprehensive High School **starting May 21, 2026**, for coordination meetings, briefings, and deployment arrangements in preparation for the conduct of the national activities.

5. All concerned offices and personnel are directed to extend full support and cooperation to the designated Protocol Officers in the performance of their assigned duties and responsibilities.
6. The final list of Protocol Officers is attached hereto for reference and guidance.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2026.05.21
10:53:51
+0800

MARIA INES CASONA
Regional Director

QAD/mmv
05/18/2026

Enclosure No. 1 to RM no. _____, s. 2026

VIP MANAGEMENT COMMITTEE

Full Name	Role
Marlyne M. Villareal, Chief ES	Lead Protocol Officer
Isidra C. Moral, EPS	Support Staff
Emmanuel S. Saga, EPS	Support Staff
Fe M. Baring, TCE II	Airport Staff

Executive Committee Members

Full Name	Position	Assigned PO
Juan Edgardo M. Angara	Secretary	RD Maria Ines C. Asuncion Kent Julius B. Marilag
Fatima Lipp D. Panontongan	Undersecretary	SDS Marilou B. Dedumo
Peter Irving Corvera	Undersecretary	Loreen Roa
Wilfredo E. Cabral	Undersecretary	ASDS Roel T. Diamante
Gerard L. Chan	Undersecretary	Juvy B. Luna
Mel John I. Verzosa	Undersecretary	ASDS Corazon P. Roa
Ronald U. Mendoza	Undersecretary	Chief Edmund D. Mendoza
Atty. Filemon Ray L. Javier	Undersecretary	Atty. Victor Mondido
Malcolm S. Garma	Undersecretary	Jaymar Danne B. Bulabos
Edson Byron K. Sy	OIC Undersecretary	Delbert U. Dela Calzada
Carmela C. Oracion	OIC Undersecretary	SDS Jasmin Lacuna
Dexter A. Galban	Assistant Secretary	Chief Rexan Bolotaolo
Jocelyn DR. Andaya	Assistant Secretary	Wilborne D. Abao
Cilette Liboro Co	Assistant Secretary	Ms. Rachel S. Rendon
Roger B. Masapol	Assistant Secretary	ASDS Segundino Madjos
Jerome T. Buenviaje	Assistant Secretary	Chief Alejandro P. Macadatar
Aurelio Paulo R. Bartolome	Assistant Secretary	ASDS Hector DN Macalalag
Delfin Villafuerte	Assistant Secretary	Chief Kevin Hope Z. Salvaña
Marcelo G. Veloso III	Assistant Secretary	ASDS Bryan L. Arreo
Jeanie V. Jocson	Executive Director	Don Bern King Virtudazo

REGIONAL DIRECTORS

Region	Full Name	Assigned PO
Caraga	Maria Ines C. Asuncion	Dina C. Cullantes
Region I	Estela L. Cariño	Jane Leybag
Region II	Benjamin D. Paragas	Blessen Real F. Garing
Region III	Tolentino G. Aquino	Marie Kharen A. Abao
Region IV-A	Carlito D. Rocafort	Rowelito Q. Damuag
Region IV-B	Ronnie S. Mallari	Michael S. Pareja
Region V	Gilbert T. Sadsad	Harvey A. Uyanib
Region VI	Cristito A. Eco	Fe C. Naupan
Region VII	Arturo B. Bayucot	Gilbey Clark Libres
Region VIII	Salustiano T. Jimenez	Dan Dale B. Mandin
Region IX	Ronelo Al K Firmo	Sandro R. Saturinas
Region X	Ruth L. Fuentes	Queenie C. Martel
Region XI	Allan G. Farnazo	Maribelle L. Palmes
Region XII	Atty. Alberto T. Escobarte	Imie Goling
BARMM	Abdulraof Macacua	Salich M. Maruhom
CAR	Nicolas T. Capulong	Marck Gabor
NCR	Jocelyn DR. Andaya	Wilborne D. Abao
NIR	Ramir B. Uytico	Kevin John A. Montalban
PSO	Noemi Formaran	Rosalyn V. Sumampong
NAS	Prof. Francisco Diaz	Jarrel Angelie R. Lupian

ASSISTANT REGIONAL DIRECTORS

Region	Full Name	Assigned PO
Caraga	Pedro T. Escobarte Jr.	Nico Ibabao Rhyxis Dela Cerna Mamugay
Region I	Rhoda T. Razon	Estela D. Antao Kate Melody T. Siahay
Region II	Florante E. Vergara	Frederick L. Maglinte
Region III	Jessie L. Amin	Nonito O. Ibal
Region IV-A	Loida N. Nidea	Edith C. Pongos
Region IV-B	Cherrylou D. Repia	Norhana P. Lumambas
Region V	Bebiano I. Sentillas	Leoderick C. Ramirez
Region VI	Miguel Mac D. Aposin	April Joy M. Palermo
Region VII	Atty Fiel Y. Almendra	Daniel Jhon A. Dela Mata
Region VIII	Elena S. De Luna	Mary Angie T. Quiambao
Region IX	Gregorio Cyrus R. Elejorde	Renante L. Nabarro
Region X	Federico P. Martin	Jhonrie B. Caingles
Region XI	Rebonfamil R. Baguio	Mary Cris A. Lucenio
Region XII	Katherine H. Lotilla	Genevie Faith P. Mejorada
CAR	Ronald B. Castillo	Richard Obina
NCR	Carleen B. Sedilla	Al Krimson M. Cabucos
NIR	Anthony H. Liobet	Christian Jay A. Balicorta

Enclosure No. 2 to RM no. _____, s. 2026

Escorting Protocol Standards

1. Always open the door for your guest and allow them to enter first.
2. If directing them to a location, it is appropriate to walk a half-step to their right side. Never walk in front or block them, always walk to their side.
3. If you are also with an administrator/host who knows where to go, allow them to lead the VIP.
4. Respect their personal space.
5. It is ideal to stand behind the person your VIP is speaking to and make eye contact. It is important to give them the opportunity to wrap up the conversation ON THEIR OWN. However, if you are pressed for time, give them a minimum of 1 minute before politely interrupting the conversation. These cues should always be discussed with your VIP so that they are aware as to why you may be doing this.
6. Do not be too pushy or territorial with VIPs. Give them the respect of being self-sufficient while still offering guidance and assistance
7. Additional Notes:
 - a) Be prepared to answer any questions in regard to the event.
 - b) If asked a question to which you do not know the answer, let them know you will find out the information and get back to them immediately.
 - c) Have research on who the VIPs are at the event, including photos, so staff who may not be familiar with the VIPs will be able to spot them.
 - d) Always ensure your VIP has what they need for their event (e.g., names of who they will be seated next to, event program, remarks, etc.)