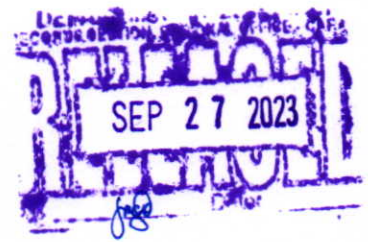




Republic of the Philippines
Department of Education
CARAGA REGION



September 25, 2023

REGIONAL MEMORANDUM

No. 0924, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENT
This Region

TECHNICAL WORKING GROUP FOR THE NATIONAL TEACHERS' DAY

1. The National Teachers' Day Celebration shall be hosted by DepEd Caraga, which will be held at Father Saturnino Urios University (FSUU)- Morelos Campus on October 5, 2023. The event is co-hosted by Divisions of Agusan del Norte and Butuan City.
2. Participants to the celebration are the teaching, teaching-related, and non-teaching personnel from Regions 9, 10, 11, 12, BARMM and Caraga, public and private partners and stakeholders, and select DepEd Central Office personnel.
3. Attached herewith is the list of the committees spearheaded by the Regional Office personnel with their corresponding Terms of Reference.
4. All committee chairpersons are expected to conduct meeting/s with the members to ensure that preparatory details and required outputs are accomplished.
5. All chairpersons, members, Schools Division Superintendents and Assistant Schools Division Superintendents are required to attend the virtual meeting on Wednesday, September 27, 2023 at 9:00 o'clock in the morning through the link: <https://msteams.link/5X8M>. Chairpersons are required to present status report from their respective committees.
6. Immediate dissemination of this Memorandum is required.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encl/s.: As Stated
Reference/s: Presidential Proclamation No. 242
To be indicated in the Perpetual Index
under the following subjects:

CELEBRATION NTD WTD

ESSD/bll
07/24/2023



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-09-14403

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TECHNICAL WORKING COMMITTEES				
Committee	Persons In-Charge			Terms of Reference
	Central Office	Regional Office	Division Office	
Project Management	Francis Cesar B. Bringas	Maria Ines C. Asuncion	Minerva T. Albis	1. Oversees the planning and execution of the program 2. Manages the implementation of plans and approval of documents relative to the conduct of the program
	Margarita Consolacion C. Ballesteros	Pedro T. Escobarte Jr.	Jeanie L. Mativo	
Program Committee	Margarita Consolacion C. Ballesteros	Flordelisa R. Dalin (Chair)		1. Drafts and presents program proposal and DepEd Memo 2. Identifies VIPs, guests and other education stakeholders 3. Supervises the conduct of the program 4. Schedules TWG meetings and follow-up actions with concerned committees 5. Performs other related tasks
	Rolly Soriano	Bernabe L. Linog		
		Marcelino Ahon		
		Marlyne M. Villareal		
		Abe Naireza Ibano		
		Elmer Augustus F. Conde		
		Tiche Lynn G. Caparoso		
		Ruth Edradan		
Hosts and Script Committee		Isidro M. Biol Jr. (Chair)	Juish D. Dela Victoria	1. Prepares the scripts of the program 2. Audits the scripts 3. Performs other related tasks
		Kevin Hope Z. Salvaña	Junnah B. Tiu	
		Zenylou F. Buyan	Marie Fredirique M. Onganiza	
			Ivan C. Dano	
			Reiner S. Oraliza	
			Glaiza A. Lloren	
Technical and Production Committee	Manuelito Santos	Bernabe L. Linog (Chair)	Christopher John T. Mortal	1. Provides technical requirements for onsite and virtual execution of the program 2. Handles the technical rehearsals and the actual conduct of event 3. Provides visual and graphic materials for tarpaulins/IDs/shirts 4. Provides photo and video coverage 5. Same Day Edit 6. Performs other related tasks
	Rolly Soriano	Pedro Tecson	Eugene Godfrey Saarenas	
		Marcelino Ahon	Marian P. Tonjoc	
		Winston Eben		
		May Ann T. Jumud		
		Roe Kim Antipuesto		
		Lemuel Calderon		
		Albrian P. Ricafort		
		Jake Guitobig		



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		<i>Stevenson T. Velasco</i>		6. Performs other related tasks
		<i>Cristina A. Llegis</i>		
		<i>Mylene L. Labayan</i>		
		<i>Ariel B. Salazar</i>		
		<i>Jenica Nazareno</i>		
		<i>John Sim Labayan</i>		
		<i>Jo Pardillo</i>		
		<i>Chiong Pardillo</i>		
		<i>Evelyn Magno</i>		
		<i>Segundina Ramos</i>		
		<i>Marilyn Marcelo</i>		
		<i>Alma Tac-on</i>		
		<i>John Galan</i>		
		<i>Kim Ryan Alcebar</i>		
		<i>Jolex Quiros</i>		
		<i>Loney Ricafrente</i>		
		<i>Evangeline Vicencio</i>		
		<i>Nenita Bahuno</i>		
		<i>Marlon V. Reynoso</i>		
Communications and Media Relations	Maria Erika Camille	Gladys S. Asis (Chair)	Loinda S. Guerta	1. Prepares communication plan and press releases 2. Promotes the event through TV, radio and print 3. Facilitates press conference/s and interviews of NTM/NTD spokesperson 4. Invites national and local media 5. Performs other related tasks
	Blanquita B. Fontanilla	Pedro Tecson	Mark Joseph T. Delima	
		Jez Marie R. Macuno	Jessie H. Daug	
		Mary Christine Odtojan	Angelie C. Alvizo	
		Menchie L. Salang	Rebecca T. Montante	
			Vanessa Rabe Natulla	
			Frengie G. Botoy	
			Junel M. Anino	
			Robert Pepe Jr.	
			Jecel D. Taray	
			Romelio A. Taghap	
			Norberto O. Cullantes	
			Ramel B. Labalan	
			Philip S. Sanchez	
			Ardelyn L. Glodobe	
			Jake D. Fraga	



			Rodrigo H. Madelo Jr.	
			Jimuel A. Diva	
Logistics and Physical Set-up	Norman V. Asenci	Joel Rosales (Chair)	Elmer C. Cataluña	1. Prepares physical set-up before, during and after the program 2. Coordinates with Technical and Production Committee re: ingress and egress of materials 3. Prepares holding rooms for VIPs and performers 4. Prepares logistical requirements: a. Tables b. Chairs c. Air coolers (Iwata) d. Generator Set (standby) e. Portalets f. Booths or tents rental 5. Performs other related tasks
	Rex Augus Fernandez	Meriam C. Dela Rita	Esalco Congreso	
		Russel D. Tipa	Joseph Dela Cruz	
		Jessie A. Rañoa	Herman B. Esma	
		Ferdinand B. Paredes	Loreto Martinez	
		Danilo D. Casanova	Federico B. Alabata	
		Engr. Sherwin Viajar	Odon Consuegra	
		Engr. Richard Buque	Restituto C. Navarro	
		Engr. Patrick Manuel	Janice V. Berte	
		Engr. Mariel S. Sosmeña	Jonathan Insayoy	
		Lydia V. Ampo	Nicolas S. Orias, Jr.	
		Jean Fe A. Colango	Ian G. Go	
		Lolita U. Buquia	Edsylv C. Jamodiong	
		Ruby Jean Piong	Leonil A. Obiedo	
		Angelica Ellaiza Tajos	Michael M. Madria	
		Faye Samonte	Marcos P. Sulapas	
			Danilo N. Bajao	
			Jonchel M. Fran	
			Edgardo Pal	
			Michael Vernon Mordeno	
			Ricky P. Otaza	
			Danny Robles	
			Eduardo Ozorno	
			Rowena C. Egay	
Medical , Dental and Wellness Committee		Dr. Jumer Carlon (Chair)	Mabini B. Baluyut	1. Oversees all the health and wellness of participants 2. Provides standby ambulances, paramedics and fire trucks 3. Coordinates with DOH, hospitals and/or other medical institutions for medical outreach for teachers
		Dr. Annaliza Lerio	Kirk Vincent D. Abugho	
		Josie Magsalay	Vilma A. Sobrevilla	
			Cecilia B. Nuer	
			Armi P. De Chavez	
			Rosanna G. Duran	



			Geralin A. Dompur	during the event such as dental and medical check up, blood typing, blood sugar test, etc. 4. Coordinates with partners who offers free massage, footspa, makeover, etc. 5. Prepares First Aid Booth 6. Performs other related tasks
			Sarah A. Gallogo	
			Dan Albert M. Mero	
			Milagros P. Sarento	
			Chona M. Aquino	
Security and Traffic Committee		Joel Rosales (Chair)	Emelio Makiling Jr.	1. Prepares Security and Traffic Plan-in coordination with Presidential Security Group and Local PNP: (a) Deployment and Parking Plan, (b) Monitor the situation within the event premises, (c) Dispersal Unit 2. Provides Security Patrol for VIPs to and from the airport 3. Performs other related tasks
		Meriam C. Dela Rita	Antonio Pal	
		Megnon P. Beldad	Christian Louie P. Dagasaan	
			Marrienne M. Salguero	
			Jamel I. Sacar	
			Nilo R. Verdon	
			Brian V. Junio	
			Jhonfort D. Lumancas	
			Edward M. Ruiz	
			Joebert B. Puyo	
Games, Raffles and Giveaways			Virgilio R. Jugalbot	1. Facilitates Games and Raffles mechanics 2. Facilitates games and raffles in between the program 3. Facilitates distribution of prizes 4. Prepares raffle stubs 5. Prepares tambolios 6. Monitors and provides list of winners to be submitted to the Program Committee/Accounting 7. Performs other related tasks
	Sabina De Castro	Bernabe L. Linog (Chair)	Domingo C. Nollora III	
	Henirich Montejo	Adrilene Mae J. Castaños	Estela Siega	
		Cherry Hope Botona	Evangeline Razon	
		Engr. Mariel Sosmena	Kleb Villaluz	
		Joel B. Rosales	Hipolito Lastimado	
		Anven P. Maglasang	Rosejean Suarez	
			Allan Bayhonon	
			Don Dela Victoria	
			Lorebel Chua	
			Elmer Bulalhug	
			Alex Mistula	
			Monette Sa	
			Alvin Marion Orboc	
			Raquel Cultura	
			Joy Ann J. Rodes	
			Benilda Eder	



			Marlon Balansag	
Protocol, Ushering and Guest Relations	Maribeth Chua		Schools Division Superintendents (12)	1. Welcomes the participants/guests 2. Ushers the participants to their assigned seats 3. Assists the VVIPs, VIPs, and other special visitors who will be present in the event 4. Maintains order and safety rules during the program 5. Distributes event IDs for the TWG 6. Performs other related tasks
	Anna Liza Jorduela		Assistant Schools Division Superintendents (12)	
	Hanna Patricia Cortes		CID Chiefs (11)	
	Jaymee Grace Carreon		Ma. Dinah Abalos	
	Davedinah Cometa			
	Rudy Calgao			
	Rex Augus Fernandez			
	Jay-ann Arbois			
	Blanquita B. Fontanilla			
	Haide Dacquel			
Registration Committee	Jhoanna Llana	Violeta Nuñez (Chair)	David A. Carmelo	1. Facilitates registration of participants including the preparation of registration sheets and QR codes 2. Facilitates printing of raffle stubs (Endorse to Games, Raffles and Giveaways Committee) 3. Facilitates printing the IDs of TWGs (Endorse to Ushers and Usherettes) 4. Facilitates printing of the Certificate of Appearance (Coordinates with the Region) 5. Prepares complete list of participants 6. Performs other related tasks
	Jannet Labre	Marcelino Ahon	Elmer Bulalhug	
	Romeo Granadozin	Nerison Pitogo	Vilma Juanite	
		Winston Eben	Riza Muanag	
		Adrilene Mae J. Castaños	Monette Sa	
		Johnrey Ebasco	Marlon Balansag	
		Niñoree Jayme	Catherine Ladao	
		Marvin Minguillan	Raquel Cultura	
		Kristian Dior Layno	Alex Mistula	
		Kevin Adrian Rosas	Arvin Orboc	
		Barry Jessie Digol	Reggy Asupre	
		John Eric Jabines	Benilda Eder	
			Adam Neil C. Uba	
			Coleen P. Tandayag	
			Jovel J. Salcedo	
			Estela Siega	
			Vannix Files	
			Don Dela Victoria	



Resource Mobilization and Exhibit	Davedinah Cometa	Bernabe L. Linog (Chair)	Minerva Albis	1. Coordinates with the Logistics and Physical Set-Up Committee for the booth provisions 2. Coordinates for the list of private exhibitors 3. Prepares lay out of booths/Exhibit Map 4. Facilitates requirements of partners 5. Prepares list of exhibitors 6. Invites GA and GOCCs which caters to teachers' welfare such as PRC, GSIS, DFA, Philhealth and Pag-Ibig 7. Allocates booth for Medical, Health and Wellness 8. Provides provision of companies name per booth 9. Performs other related tasks
	Caroline Labrague	Joel B. Rosales	Corazon P. Roa	
		Adrilene Mae J. Castanos	Jeanie L. Mativo	
		Roderick R. Mindajao	Love Emma B. Sudario	
		Rena Tul-id	Ana P. Lasco	
			SGOD Chiefs (11)	
Finance and Procurement	Norman Asenci	Pedro Escobarte Jr. (Chair)		1. Facilitates the release and disbursement of the downloaded funds 2. Assists in purchasing of materials and other related needs 3. Prepares disbursement of prizes 4. Prepares payment of suppliers 5. Prepares liquidation 6. Performs other related tasks
	Jay ann Arbois	Fe L. Alegado		
		Noemi A. Plazon		
		Sahly Tina A. Dacut		
		Bernabe L. Linog		
		Joel B. Rosales		
		Adrilene Mae J. Castaños		
		Cherry Hope Botona		
Documentation and Evaluation	Hanna Patricia Cortes	Marilyn Antiquina (Chair)	Reylan Alas	1. Evaluation of Forms 2. Distributes evaluation forms (coordinate with ushering team) 3. Consolidation/tabulation of evaluation forms 4. Submits final/post-activity report that includes pictures and videos (Coordinate with Technical and Audiovisual, Publication and Multimedia Committees) 5. Performs other related tasks
		Erma Dabalos	Rebecca T. Montante	
		Jez Marie Macuno	Armi P. De Chavez	
		Pedro Tecson	Honey Grace S. Buyan	
		Edmund D. Mendoza		
		Elan Elpidang		
Letters, Invitations and	Rolly V. Soriano	Bernabe L. Linog (Chair)	Division Partnership	1. Prepares invitation letter for VIPs and artists



Briefers, RSVP/ confirmation of all concerned participants			Coordinators (12)	2. Prepares letters to Guest of Honor, Congressman, Governor, Mayor/s, Private and Government Partners, other stakeholders and invited artists, performers and other special guests 3. Prepares Memo to Regions concerned 4. Prepares Minutes during meetings 5. Monitors the confirmation of invited guests and stakeholders 6. Provides complete list of confirmed VIPs who will attend 7. Coordinate with the Program Committee as to the schedule of the artists' performance 8. Prepares Thank You letters to stakeholders 9. Performs other related tasks
	Blanquita Dolores B. Fontanilla	Adrilene Mae J. Castanos	WTD Division Coordinators (12)	
	Anna Liza A. Jorduela	Alejandro P. Macadatar		
	Norman V. Asenci	Jonathan Garzon		
	Hannah Patricia Cortes	Pedro A. Tecson		
	Maribeth Chua	Jez Marie R. Macuno		
Transportation Committee	Romeo Granadozin	Joel B. Rosales (Chair)	Ruel T. Gabor	Provides transportation for TWG, VIPs, Guest Artists, EXECOM (from arrival to departure)
	Dante Raposa Jr.	Jhonrex I. Alguzar	Ma. Dinah Abalos	
	Rudy Calgao	Jovelito R. Ibano		
		Ronald James Calo		
		Reon R. Tizon		
		Jasper C. Estacio		
Clean and Green (Clean as You Go) Committee		Joel B. Rosales (Chair)	Dennis Roa	1. Ensures the cleanliness of the venue before, during and after the event 2. Performs other related tasks
		Meriam C. Dela Rita	Luisito Pero	
		Cristabelle Jaguit	Rosemarie Bahan	
		Russel D. Tipa	Rodrigo Madelo	
		Jessie A. Rañoa	Rizza Fanree Vallespin	
		Ferdinand B. Paredes	Sheila Paluca	
		Danilo D. Casanova	Elmer Cataluña	
		Engr. Sherwin Viajar	Esalco Congreso	
		Engr. Richard Buque	Joseph Dela Cruz	
		Engr. Patrick Manuel	German Esma	
		Engr. Mariel S. Sosmeña	Loreto Martinez	



			Sheila Mae Paluca	
			Odon Consuegra	
			Restituto C. Navarro	
			Albert Delapuz	
			Rea Mae P. Martinez	
			Jonie Montealto	
			Grace Ann Bagcat	
			Gilbert Barete	
			Lester Giao	
Teacher Got Talent (TGT) Committee	Anna Liza Jorduela	Isidro M. Biol Jr. (Chair)	Division WTD coordinators	1. Facilitate the fair conduct of the Teachers' Got Talent competition 2. Ensures that judges are outside DepEd Bureaucracy 3. Performs other related tasks
	Norman Asenci	Bernard C. Abellana	Division Partnership Coordinators	
	Blanquita B. Fontanilla	Elizabeth M. Ysulan	Regional WTD coordinators	
		Gladys S. Asis		
		Elena N. Capangpangan		
		Josephine Chonie M. Obseñares		
		Celsa M. Cataluña		
		Rhea J. Yparraguirre		
		Maria Consuelo C. Jamera		
		Kevin Hope Z. Salvaña		
		Maripaz F. Magno		
		Alexander Xavier M. Pag-ong Jr.		
Food Committee Note: Foods for the VIPs in the holding areas, Boodle Fight Set-up, Security, and TWG		Fe Alegado (Chair)	Regional Partnership Coordinators	1. Distributes food provision for participants 2. Facilitates engagements of caterers 3. Provides a system of distribution of food items: -during practice, set-up and on the event day. 3. VIPs/Guests' meal from the time of arrival to departure 4. Prepares attendance per meal 5. Performs other related tasks
		Celsa Cataluna	Glenda Villarama	
		Dr. Jumer Carlon	Urbana Alviso	
		Elaine N. Navarro	Louie Salvador	
		Anthea T. Berida	Doris D. Cusap	
		Danilo G. Sotto	Wilfreda Payosalan	
		Jamaica C. Estacio	Grace Ando	
		Fe M. Baring	Jennifer S. Cale	
		Ma. Theresa M. Golosino	Dicky J. Tilanduca	



		Mary Ann Pareñas	Irwin O. Torregosa	
		Coniefe C. Artista	Cheryl Cañete	
		Alma Llanos		
		Judylyn T. Bongcales		
		Judith Gatab		
Hotel Accommodation		Marilyn Antiquina (Chair)	Division WTD coordinators	1. Determines the hotels where other ROs, EXECOM and others are billeted. 2. Performs other related tasks
		Elan M. Elpidang	Division Partnership Coordinators	
		Coniefe C. Artista		
Caraga Yell and Cheer Committee		Adrilene Mae J. Castaños (Chair)	Arcelo Deleon	1. Ensures that Caraga delegates are well coordinated of the yell and cheer 2. Performs other related tasks
			Jun Mark Petallar	
			Markeah Elape	
			Mary Anne Apostol	
			Abigail R. Gerong	
Audit Team of Raffle Items and Prizes		Atty. Jose B. Guibone (Chair)		1. Checks all the donated items 2. Ensures that all donated items are properly labelled with the name of the donor 3. Counts the number of items donated by each donor 4. Manages the raffle draw prizes to ensure proper 5. Reports directly to the Office of the Regional Director upon completion. 6. Perform other related tasks
		Atty. Jessa D. Mangadlao-Miolata		
		Edmund D. Mendoza		
		Elmer Augustus F. Conde		
		Maripaz F. Magno		
		Kevin Hope Z. Salvaña		
		Virginia A. Seña		
		Denisa O. Lindog		

