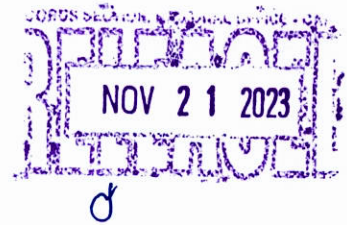




Republic of the Philippines
Department of Education
CARAGA REGION



November 20, 2023

REGIONAL MEMORANDUM
No. 116, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
This Region

BULAWANONG SULÔ AWARDS 2023 AWARDING CEREMONY
TECHNICAL WORKING GROUP (TWG)

1. This office, through the Human Resource Development Division (HRDD), announces the composition of the Technical Working Group (TWG) in preparation for the Bulawanong Sulô Awards 2023 Awarding Ceremony.
2. Refer to Enclosure 1 for the members of the TWG with their respective duties and responsibilities.
3. There shall be a hybrid meeting with the members of the TWG on **December 1, 2023**, at **10:00 AM** via MS Teams at <https://bit.ly/BSA2023TWGMeeting>.
4. For information, guidance, and compliance.

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

Encl/s.: AS STATED
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

AWARDS PERSONNEL TWG

HRDD/mmv
11/20/2023



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Composition and Terms of Reference of the Technical Working Group for Bulawanong Sulô Awards 2023 Awarding Ceremony

Overall Program Management Team

Chairperson : **MARIA INES C. ASUNCION**
Regional Director

Vice Chairperson : **PEDRO T. ESCOBARTE, JR., PhD, CESO V**
Asst. Regional Director
PRAISE Committee Chairperson

Areas of Concern	Chairperson	Member/s	Functions
Ways and means	Fe L. Alegado <i>Chief, Finance</i> <i>PRAISE Committee</i> <i>Vice Chairperson</i>	Isidro M. Biol, JR <i>Chief, CLMD</i> Joel B. Rosales <i>Chief, ASD</i> Bernabe L. Linog <i>Chief, ESSD</i> Marilyn F. Antiquina <i>Chief, QAD</i> Violeta C. Nuñez <i>OIC-Chief, PPRD</i>	1. Provides oversight and guidance to ensure success of the event. 2. Facilitates financial aspect in the conduct of activity. 3. Provides feedback, recommendations relative the conduct of the Search of Bulawanong Sulô Awards 2023.
Program Direction	Florderlisa R. Dalin <i>Chief, HRDD</i>	Marlyne M. Villareal <i>EPS, HRDD</i> <i>R&R Focal Person</i>	1. Oversees preparation and smooth flow of the program. 2. Selects the Guest Speaker, and Awards Presenters. 3. Selects personnel as program hosts and for voice overlay in required videos. 4. Selects entertainment (2 intermission numbers) 5. Provides instruction to the other TWG. 6. Counter-checks names in all materials (program, souvenir, and videos) 7. Coordinates with other committees for issues and concerns 8. List Names for Acknowledgement 9. Prepares the slide presentation of the finalists and awardees. 10. Update RD and ARD
Production and program flow	Pedro A. Tecson	Jez Marie Macuno Erma Dabalos Pagapong	1. Writes scripts for the program hosts and awards presenters.

Areas of Concern	Chairperson	Member/s	Functions
			- Operates/Controls the audio-visual projection - Coordinates with the program direction committee for the slide decks.
Video and Creative Design	Marcelino C. Ahon Jr.	Winston C. Eben Nerison Pitogo	- Prepares playlists for the digital preliminaries (Doxology, National Anthem, and slide decks of the program parts - Prepares templates with the Bulawanong Sulô branding. - Operates the OBS - Prepares the default video for the Bulawanong Sulô Awards 2023 Awarding Ceremony. - Prepares virtual background and stage - Prepares teaser video for the background of the Bulawanong Sulô for sharing in the social media platform - Receives the presentation for the <i>Bulawanong Sulô</i> finalist and Awardees. - coordinates with the LED Screen operator - Sets up the LCD Screen in the hall and idiot box for the awards presenter - Sets up and facilitates the Facebook livestreaming.
Floor Direction	Jonathan F. Garzon EPS, FTAD	Elmer Augustus F. Conde	- Prepares floor plan and prepare sitting arrangement. - Coordinates with the hotel staff for flag poles. And, ensures that Philippine Flag and DepEd Caraga Flag are set in the stage. - Gives direction to the programs hosts, to the ICT team, to the video-camera man during the awarding ceremony - Gives direction to the awards presenters during the awarding ceremony

Areas of Concern	Chairperson	Member/s	Functions
Collection and Repository of Pictures and videos of Finalists	Maria Ruth R. Edradan <i>EPS, HRDD</i>	Tiche Lynn G. Caparoso Natsume Suarez	1. Creates a google drive folder for the Finalists' photos and videos 2. Collects pictures and videos requested by the ICT Team. 3. Collects pictures and videos from the finalists 4. Checks compliance to the required photo specifications. 5. Coordinates with SDOs for timely submission of Pictures.
Program and Invitation and Souvenir Program	Abe Naireza A. Ibano <i>EPS II, HRDD</i>	Natsume A. Suarez	1. Designs, prints, and distributes program/invitations to guests, awardees, and participants. 2. Writes articles, designs, and layouts the souvenir program for Bulawanong Sulô Awards 2023.
Guest Experiences	Ma. Ruth R. Edradan <i>EPS, HRDD</i>	Mary Christine A. Odtojan Jessa Mae G. Prisco	1. Orients guests with their sitting arrangements 2. Ushers VIP guests to their seats. 3. Assists the awards committee during the awarding of plaques and trophies
Attendance	Mary Carolyn B. Gambe	Linawag Garcia Nilda Precioso Christe May Juyad	1. Prints attendance sheets for the activity. 2. Ensure that all the expected participants, awardees, participants, and other guests have signed the attendance sheets. 3. Prepares and provides Certificate of Appearance to SDOs, participants, and guests.
Preparation of Plaques, Trophies, Certificates of Recognition, and Cash Prizes	Alejandro P. Macadatar <i>OIC-Chief, FTAD</i> Marlyne M. Villareal <i>EPS, HRDD</i> <i>R&R Focal Person</i>	Abe Naireza A. Ibano	1. Submits names of finalist and citation for the plaques and names of the awardees for the trophies. 2. Coordinates with the supplier for the printing and production of plaques and trophies

Areas of Concern	Chairperson	Member/s	Functions
			3. Prepares Plaques/ Trophies/ Certificates of Recognition to all awardees 4. Prepares payroll for the cash prize.
Logistics and Hall Preparation	Roy S. Rele	Ricky M. Inson Jovanie Sumayo Russel Tipa Reon Tizon Jhonrex Alguzar Jovelito R. Ibano	1. Prepares checklist of all necessary materials (Plaques, Trophies, etc) to be brought to the venue 2. Ensure that all necessary materials are brought to the venue and back to the office.
On-site Pictorial and Videography	Domingo N. Nollora (SEPS, SGOD)	Walter M. Lad <i>(AO II, San Vicente ES)</i> Joemico M. Nuñez <i>(EPS II, HRDs)</i>	1. Creates video on Bulawanong Sulô throughout the years. Coordinates with the Program Director for the storyboard 2. Capture pictures and video during the awarding ceremony. 3. Create same day edit video
Information and Publicity	Pedro A. Tecson	Jez Marie Macuno Erma Dabalos Pagapong	1. Takes charge of the branding and press releases for publicity and promotion 2. Update DepEd Official FB page on the conduct of the Bulawanong Sulô Awards 2023.
Program Evaluation	Marilyn F. Antiquina	Edmund D. Mendoza	1. Conducts evaluation of the activity 2. Provides link for the evaluation form 3. Provide analysis of the program evaluation for the improvement of the program management