



Republic of the Philippines
Department of Education
CARAGA REGION

November 20, 2025

REGIONAL MEMORANDUM
No. **1258**, s. 2025

To: Schools Division Superintendents
All Others Concerned

**BULAWANONG SULÔ AWARDS 2025 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) for the *Bulawanong Sulô* Awards 2025 Awarding Ceremony to be held on November 24, 2025, 2:00 p.m., at the Almont Hotel Inland Resort, JC Aquino Avenue, Butuan City.
2. Refer to the Enclosure for the members of TWG with their respective duties and responsibilities.
3. There will be a Technical Rehearsal with the members of the TWG on November 21, 2025, at the Copper Hall, NEAP Caraga.
4. For information, guidance, and compliance.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated
Reference: Regional Memorandum (No. 0879, s. 2025)
To be indicated in the Perpetual Index
under the following subjects:

AWARDS	CONTESTS	PERSONNEL	TWG
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HRDD/jbt
11/19/2025

Composition and Terms of Reference of the Technical Working Group for Bulawanong Sulô Awards 2025 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	Elaine N. Navarro <i>Chief, Finance PRAISE Committee Vice Chairperson</i>	Bernabe L. Linog <i>Chief, CLMD</i> Joel B. Rosales <i>Chief, ASD</i> Edmund D. Mendoza <i>Chief, ESSD</i> Marlyne M. Villareal <i>Chief, QAD</i> Violeta C. Nuñez <i>Chief, PPRD</i> Alejandro P. Macadatar <i>Chief, FTAD</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 to the conduct of the Search for <i>Bulawanong Sulô</i> Awards 2025.
Program Direction	Flordelisa R. Dalin <i>Chief, HRDD</i>	Junnah B. Tiu <i>EPS, HRDD R&R Focal Person</i>	1. Oversees preparation and smooth flow of the program. 2. Selects the Keynote Speaker. 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. Update RD and ARD
Production, Program Flow, and Hosts	Pedro A. Tecson <i>Administrative Officer V, PAU</i>	Jez Marie R. Macuno <i>PDO II</i> Junnah B. Tiu	1. Writes scripts for the program hosts. 2. Audits the scripts.

Areas of Concern	Chairperson	Member/s	Functions
		<i>EPS, HRDD</i> Glaisa A. Lloren <i>EPS II, HRDD</i> Juish D. Dela Victoria <i>TIC, Dona Telesfora NHS</i> Erma D. Pagapong <i>Admin. Assistant I</i>	3. Acts as the hosts for the event. 4. Prepares the slide presentation of the finalists and awardees. 5. Operates/Controls the audio-visual projection 6. Coordinates with the program direction committee. 7. Performs other related tasks.
Video and Creative Design	Marcelino C. Ahon Jr. <i>IT Officer</i>	Jez Marie R. Macuno <i>PDO II</i> Winston C. Eben <i>EPS II</i> Clifford T. Eco <i>CMT</i> Japeth Salar <i>PDO II, Cabadbaran City</i>	1. Prepares playlists for the digital preliminaries (Doxology, National Anthem, and slide decks of the program parts 2. Prepares templates with the <i>Bulawanong Sulô</i> branding. 3. Operates the OBS 4. Prepares the default video for the <i>Bulawanong Sulô</i> Awards 2025 Awarding Ceremony. 5. Prepares lay-out for tarpaulin and stage 6. Prepares teaser video for the background of the <i>Bulawanong Sulô</i> for sharing in the social media platform 7. Receives the presentation for the <i>Bulawanong Sulô</i> finalist and Awardees. 8. Coordinate with the LED Screen operator 9. Sets up and facilitates Facebook livestreaming.
Floor Direction	Jonathan F. Garzon <i>EPS, FTAD</i>	Jimuel A. Diva <i>EPS, HRDD</i> Lou Ann L. Acosta <i>EPS, FTAD</i> Emmanuel S. Saga <i>EPS, QAD</i> Elan M. Elpidang <i>EPS, QAD</i>	1. Prepares floor plan and seating arrangement. 2. Coordinates with the hotel staff for flag poles and ensures that the Philippine Flag and the DepEd Caraga Flag are set on stage. 3. Gives direction to the programs hosts, to the ICT team, to the video-camera

Areas of Concern	Chairperson	Member/s	Functions
			man during the awarding ceremony 4. Gives direction to the finalists and awardees during the awarding ceremony
Collection and Repository of Pictures and Videos of Finalists	Jez Marie R. Macuno <i>PDO II</i> Winston C. Eben <i>EPS II</i>	Nerison S. Pitogo <i>Computer Programmer II</i>	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	Glaiza A. Lloren <i>EPS II, HRDD</i>	Junnah B. Tiu <i>EPS, HRDD</i> <i>R&R Focal Person</i> Tiche Lynn G. Caparoso <i>EPS II</i> Christy Mae J. Juyad <i>Admin. Assistant I</i>	1. Designs, prints, and distributes program/invitations to guests, awardees, and participants. 2. Writes articles, designs, and layouts the souvenir program for <i>Bulawanong Sulô Awards 2025</i> .
Guest Experiences	Meriam C. Dela Rita <i>Supervising Admin. Officer</i>	Isidra C. Moral <i>EPS, HRDD</i> Analou O. Hermocilla <i>EPS, HRDD</i> Selma Sanz Tibon <i>EPS, CLMD</i> Sheryl R. Puyo <i>Admin Officer V</i> Cristabelle R. Jaguit <i>Admin. Officer V</i> Charlestone A. Otaza <i>COS, ESSD</i> Christine Jay A. Pulido <i>COS, ESSD</i>	1. Orients guests with the seating arrangement. 2. Ushers VIP guests to their seats. 3. Assists the awards committee during the awarding of plaques and trophies

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Attendance	Isidra C. Moral <i>EPS, HRDD</i>	Roselle Burdeos <i>Admin. Aide VI</i> Mary Carolyn B. Gambe <i>Dorm Manager</i> Thresia Kate T. Alipaspas <i>Job Order</i> Nilda M. Precioso <i>Job Order</i> Jovanie B. Sumayo <i>Job Order</i>	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 Prize Tokens	Junnah B. Tiu <i>EPS, HRDD</i> <i>R&R Focal Person</i>	Isidra C. Moral <i>EPS, HRDD</i> Tiche Lynn G. Caparoso <i>EPS II</i> Glaiza A. Lloren <i>EPS II, HRDD</i>	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 3. Prepares Plaques/ Trophies/ Certificates of Recognition to all awardees
Logistics and Hall Preparation	Roy S. Rele <i>SEPS, HRDD</i>	Analou O. Hermocilla <i>EPS, HRDD</i> Jiro Paolo Misael Almendralejo <i>PDO II</i> Al John Fritz M. Otadoy <i>COS, ESSD</i> Jovanie B. Sumayo Russel Tipa Reon Tizon Jhonrex Alguzar Ronald James S. Calo 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	Mr. Rodrigo H. Madelo, Jr., <i>Head Teacher III</i>	Mr. Roberto M. Pepe, Jr., <i>Administrative Aide I</i> Frengie G. Botoy <i>SEPS, Agusan del Norte</i> Domingo Nollora <i>SEPS, Butuan City</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

Areas of Concern	Chairperson	Member/s	Functions
Information and Publicity	Pedro A. Tecson <i>Administrative Officer V, PAU</i>	Jez Marie R. Macuno <i>PDO II</i> Erma D. Pagapong <i>Admin. Assistant I</i> Jairah Ann T. Sususco <i>COS, ESSD</i>	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 2025.
Program Evaluation	Marlyne M. Villareal <i>Chief, QAD</i>	Marygold C. Silao <i>EPS, QAD</i>	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