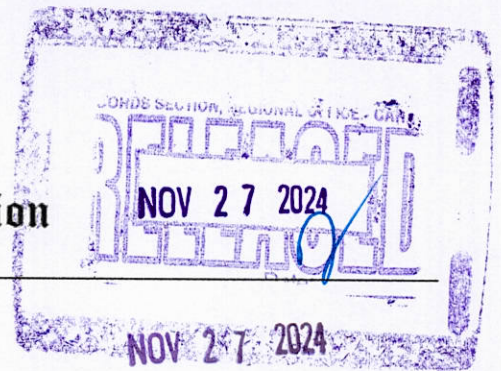




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **131**, s. 2024

To: Schools Division Superintendents
All Others Concerned

**BULAWANONG SULÔ AWARDS 2024 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 2024 Awarding Ceremony*.
2. Refer to the Enclosure for the members of the TWG with their respective duties and responsibilities.
3. There will be a Technical Rehearsal with the members of the TWG on November 28-29, 2024, at the Silver Hall, NEAP-Caraga.
4. For information, guidance, and compliance.

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

Encl: As stated

Reference: None

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

AWARDS

CONTESTS

PERSONNEL

TWG

HRDD/jbt
11/25/2024



2024-11-19723

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Enclosure to Regional Memorandum No. 1311, s. 2024

Composition and Terms of Reference of the Technical Working Group for Bulawanong Sulô Awards 2024 Awarding Ceremony

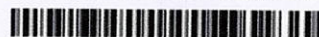
Overall Program Management Team

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>OIC-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 the conduct of the Search for <i>Bulawanong Sulô</i> Awards 2024.
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

Areas of Concern	Chairperson	Member/s	Functions
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 <i>EPS, HRDD</i> <i>R&R Focal Person</i> Glaisa A. Lloren Erma D. Pagapong <i>Admin. Assistant I</i>	- Writes scripts for the program hosts. - Audits the scripts. - Acts as the hosts for the event. - Prepares the slide presentation of the finalists and awardees. - Operates/ Controls the audio-visual projection - Coordinates with the program direction committee. - Performs other related tasks.
Video and Creative Design	Marcelino C. Ahon Jr. <i>IT Officer</i>	Winston C. Eben <i>EPS II</i> Nerison S. Pitogo <i>Computer Programmer II</i>	- Prepares playlists for the digital preliminaries (Doxology, National Anthem, and slide decks of the program parts - Prepares templates with the <i>Bulawanong Sulô</i> branding. - Operates the OBS - Prepares the default video for the <i>Bulawanong Sulô</i> Awards 2024 Awarding Ceremony. - Prepares lay-out for tarpaulin and stage - Prepares teaser video for the background of the <i>Bulawanong Sulô</i> 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 and facilitates Facebook livestreaming.
Floor Direction	Abe Naireza A. Ibano <i>EPS II, HRDD</i>	Elmer Augustus F. Conde <i>EPS II, NEAP</i>	- Prepares floor plan and seating arrangement. - Coordinates with the hotel staff for flag poles and ensures that the Philippine



Areas of Concern	Chairperson	Member/s	Functions
			Flag and the DepEd Caraga Flag are set on stage. 3. Gives direction to the program's hosts, to the ICT team, to the video-camera 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	Winston C. Eben <i>EPS II</i>	Tiche Lynn G. Caparoso <i>EPS II</i> Natsume Suarez <i>Admin. Assistant I</i> Roselle Burdeos <i>Admin. Aide VI</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	Jonathan F. Garzon <i>EPS, FTAD</i>	Junnah B. Tiu <i>EPS, HRDD</i> <i>R&R Focal Person</i> Niña Jonalyn B. Gambe <i>Admin. Aide VI</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 2024</i>.
Guest Experiences	Meriam C. Dela Rita <i>Supervising Admin. Officer</i>	Sheryl R. Puyo <i>Admin Officer V</i> Cristabelle R. Jaguit <i>Admin. Officer V</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
Attendance	Niña Jonalyn B. Gambe <i>Admin. Aide VI</i>	Mary Carolyn B. Gambe <i>Dorm Manager</i>	1. Prints attendance sheets for the activity. 2. Ensure that all the expected participants, awardees, participants, and other

Areas of Concern	Chairperson	Member/s	Functions
		Thresia Kate T. Alipaspas <i>Job Order</i> Nilda M. Precioso <i>Job Order</i> Jovanie B. Sumayo <i>Job Order</i>	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>	Abe Naireza A. Ibano <i>EPS II</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</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>	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 <i>Administrative Officer V, PAU</i>	Jez Marie R. Macuno <i>PDO II</i> Erma D. Pagapong <i>Admin. Assistant I</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 2023.
Program Evaluation	Marlyne M. Villareal <i>Chief, QAD</i>	Marygold C. Silao <i>EPS, QAD</i>	1. Conducts evaluation of the activity

Areas of Concern	Chairperson	Member/s	Functions
			2. Provides link for the evaluation form 3. Provide analysis of the program evaluation for the improvement of the program management