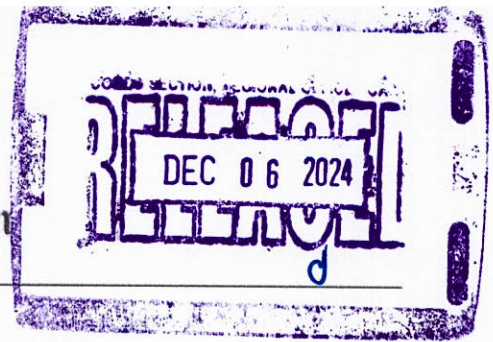




Republic of the Philippines
Department of Education
CARAGA REGION



DEC 05 2024

REGIONAL MEMORANDUM

No. **1372** s. 2024

To: Schools Division Superintendents
All Others Concerned

REGIONAL ALS AND SHS-TVL SUMMIT CUM SYNCHRONIZED
NATIONAL CERTIFICATION ASSESSMENT

1. The Department of Education Caraga, through the Curriculum and Learning Management Division (CLMD), in collaboration with the Technical Education and Skills Development Authority (TESDA), will conduct the **Regional ALS and SHS-TVL Summit Cum Synchronized National Certification Assessment** on December 17-19, 2024. Specific schedules and venues of the activity are as follows:

Activity	Date	Venue
Crash Course	December 17, 2024	Nasipit National Vocational School (NNVS) Nasipit, Agusan del Norte
Summit Proper	December 18, 2024	To be determined
Synchronized National Certification Assessment	December 19, 2024	Respective TESDA Provincial Offices

2. The activity aims to:

- enhance the competencies of the TVL learners,
- strengthen partnerships through compliance to Joint Memorandum Circular (JMC), and
- provide opportunity for SHS-TVL learners to obtain National Certification (NC).

3. Participants to this activity are the select Regional Office personnel/ staff, Schools Division Superintendent, Education Program Supervisors in SHS-TVL, Teacher- Chaperons, and the identified learners to be assessed.

4. See enclosures on Matrix of Activities and List of Committees for your reference.

5. Each School Division Office (SDO) must ensure that learners are properly endorsed, submit the complete required documents to their respective TESDA Provincial Offices (POs), and provide learners with proper orientation on the assessment requirements. Learners should be accompanied by the teachers concerned during the whole duration of the activity.



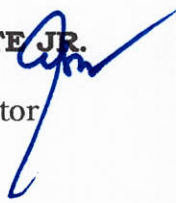
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6. Learner-participants will be billeted at NNVS and each SDO shall manage their own provision for meals.
7. Travel expenses of the learners shall be charged against the downloaded funds, while other participant expenses shall be charged to any available local funds subject to the standard accounting and auditing procedures. Should the transportation expenses of the learners exceed the downloaded funds for their division, the remaining expenses shall be charged against any available and related or local funds.
8. For queries or concerns, contact the Curriculum and Learning Management Division (CLMD) through Bernabe L. Linog, at telephone number (085) 342-6267 local 120, or email at bernabe.linog@deped.gov.ph.
9. Immediate dissemination of this Memorandum to all concerned is highly desired.

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

BY THE AUTHORITY OF THE REGIONAL DIRECTOR


PEDRO TENEBRO ESCOBARTE JR.
Director III
Assistant Regional Director 

Encl.: As stated

Reference: None

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

ASSESSMENT TECHNICAL VOCATIONAL EDUCATION

CLMD/cmc
12/06/2024



Republic of the Philippines
Department of Education
 CARAGA REGION

(Enclosure No. 1 to Regional Memorandum No. 1372, s. 2024)

MATRIX OF ACTIVITIES

Activity	Date & time	Provincial Office Cluster/Venue
Crash Course	December 17, 2024 8:00 am – 5:00 pm	Nasipit National Vocational School
Summit Proper	December 18, 2024 8:00 -12:00 pm	To be determined
Assessment Day	December 18, 2024 Morning: Travel time to Agusan del Sur Afternoon: Assessment Time	Agusan del Sur Cluster Agusan del Sur (45 Learners); Bayugan City (93 Learners)
	December 18, 2024 Afternoon: Travel Time	Surigao del Norte Cluster Surigao del Sur Cluster Dinagat
	December 19, 2024 (Whole day)	Agusan del Norte Cluster Agusan del Norte (14 Learners); Butuan City (33 Learners)
		Surigao del Sur Cluster Surigao del Sur (300 Learners); Bislig City (22 Learners) Surigao del Norte Cluster Siargao (33 Learners); Surigao City (10 Learners); and Surigao del Norte (2 Learners)

(Enclosure No. 2 to Regional Memorandum No. 1372, s. 2024)

LIST OF COMMITTEES

In-Charge	Committee	Terms of Reference
Maria Ines C. Asuncion Regional Director Pedro Tenebro Escobarte Jr. Assistant Regional Director	Steering Committee	Approves major decisions and resource allocations
Bernabe L. Linog Chief, CLMD	Organizing Committee	➤ Responsible for the overall event planning and coordination ➤ Oversees the smooth conduct of the event ➤ Develops the event timeline and budget ➤ Coordinates with all other committees
Celsa M. Cataluña Kevin Hope Z. Salvaña	Technical	➤ Prepares communication and coordinate with stakeholders ➤ Follow-up Purchase Request and Purchase Order ➤ Serves as right arm of the chairman organizing committee
Rhea J. Yparraguirre Maria Consuelo C. Jamera	Guest Relations and Hospitality	➤ Manages guest list and invitations ➤ Handles guest registration ➤ Ensures guest comfort and satisfaction
Michelle Español Al Patrick Chavit	Program Masters of Ceremony Committee	➤ Makes script of the program ➤ Rehearses the script and timing to ensure a smooth flow of the program
May Anne G. Flores	Certificate of Recognition & Appearance	➤ Prepares and prints Certificate of Recognition/ Participation and Appearance

Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (082) 225-1151

Telefax No: (085) 342-5959

Email: caraga@deped.gov.ph

Website: caraga.deped.gov.ph



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		➤ Counter checks the name of the participants and insert certificates in the holder
Maria Theresa M. Golosino Christy Mae Juyad Gamboa	Program and Invitation	➤ Designs and prepares invitation ➤ Send invitation to invited guest
Elizabeth M. Ysulan	Token	➤ Follow-up tokens from the supplier ➤ Coordinates with the secretariat for distribution
Leowenmar A. Corvera Richard Laviña	Plaques and Tarpaulin	➤ Designs/ layout plaques and tarpaulin ➤ Coordinates with the supplier ➤ Hands in tarpaulin to host division / school
Pedro A. Tecson	Documentation	➤ Captures the important aspects of the event
Marcelino M. Ahon	Technical and Multimedia	➤ Manages sound system ➤ Handles video presentations
Chairman: Grace A. Ando Members: Select Teachers from NNVS	Meals and Snacks	➤ Coordinates /collaborate with the service provider ➤ Monitors and maintains efficient food service that minimizes disruption to summit activities
May Anne G. Flores Edita B. Deguiño Alma P. Llanos	Accommodation & Secretariat	➤ Secures attendance of the invited TESDA personnel and other attendees. ➤ Coordinates with the hotel staff for their room assignments ➤ Secures Travel Authority of the participants

Vikka Antoinette C. Tabanao Jenny Philine T. Nisperos Rewilyn B. Buadlart Annie L. Rendol	Usherettes	➤ Provides professional, courteous, and efficient guest management services while maintaining order and ensuring a smooth flow of attendees throughout the event.
Chairman: Arlyn A. Pinat Members: Rowenah S. Timcang Richard Laviña Jurinda G. Manaug	Billeting Quarter and Crash Course Venue	➤ Ensures adequate, safe, and comfortable accommodation for learners and teachers ➤ Establishes clear protocols for quarter assignment and management ➤ Manages event seating arrangements ➤ Handles venue setup
Chairman: Annabelle G. Remonte	Crash Course Facilitators: Cookery NC II	➤ Ensures that the lecture area is set up ➤ Coordinates with the host Principal for room arrangement ➤ Facilitates smooth conduct of the activity ➤ Assists TESDA trainers
Ricky P. Orozco	Bread and Pastry Production NC II	
Leonila P. Clamo	Food and Beverage Services NC II	
Flaviano L. Yparraguirre	Electrical Installation and Maintenance (EIM) NC II	
Israel B. Reveche	Agricultural Crops Production NC II	
Ruther B. Forinas	Shielded Metal Arc Welding (SMAW) NC I	
Edeliza F. Seguis	Dressmaking NC II	
Florangel S. Arcadio	Housekeeping NC II	
Vilma L. Gorgonio	Carpentry NC II	
Leonila J. Floria	Aquaculture NC II	
Voltair A. Asildo	Computer System Servicing NC II	