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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 13, 2022

REGIONAL MEMORANDUM

No. **1159** s. 2022

DEPED REGIONAL OFFICE VIII HOSTING OF THE NATIONAL EXECUTIVE COMMITTEE (EXECOM) MEETING

To: Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. This Office, in coordination with the Schools Division Offices (SDOs) of Leyte and Tacloban City as co-hosts, announces the hosting of the National Executive Committee (EXECOM) Meeting on October 20-22, 2022 at the Leyte Division Gymnasium, Government Center, Candahug, Palo, Leyte.
2. Attendees to the said meeting are the members of the National Executive Committee, Regional Director, Assistant Regional Director, Regional Functional Division Chiefs, Schools Division Superintendents, Assistant Schools Division Superintendents, and select members of the working committees.
3. Attached are the Activity Matrix (Enclosure 1) and List of Working Committees with the roles and responsibilities (Enclosure 2), for guidance and reference.
4. Expenses incurred relative to the conduct of the activity such as meals, snacks, and accommodation of the National Executive Committee shall be charged against downloaded funds to the Region from the Central Office; the meals and snacks of the regional and division participants shall also be charged to the said downloaded funds, while accommodation, travel, and other incidental expenses to their respective local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.



[Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director *[Initials]* 10/13/22



Enclosure: As stated

Reference: As stated

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

MEETING EXECOM

PPRD-TCPJ

Enclosure 1 to RM No. 11.159, 2022

ACTIVITY MATRIX
NATIONAL EXECUTIVE COMMITTEE (EXECOM) MEETING
 October 20-22, 2022

Time	Activities	Person/Office Involved
Day 1. October 20, 2022		
07:00 a.m. – 11:00 a.m.	Arrival of the Participants	
11:00 a.m. – 04:00 p.m.	Preliminaries	Tacloban City Division Choir
	Welcome Message	RD Evelyn R. Fetalvero
	Acknowledgment of Participants	ARD Bebiano I. Sentillas
	Zumbayaw	SDO Tacloban City
	Dialogue/Interface with the National EXECOM	Regional and Schools Division Key Officials Program Host: Ariem V. Cinco Officers of the Day: Geraldine M. Mangaliman Epifania G. Melchor
04:00 p.m. – 06:00 p.m.	Dinner	SDO Tacloban City
Day 2. October 21, 2022		
08:30 a.m. -12:00 nn	Executive Committee Meeting Proper	Members of the EXECOM
12:00 nn – 01:30 p.m.	Lunch break	
01:30 p.m. – 05:00 p.m.	RO, SDO or school visits	Members of the EXECOM and SDOs Leyte and Tacloban City Officers of the Day: Reynaldo E. Nayre Anna Lyn B. Lim
05:00 p.m. – 07:00 p.m.	Dinner	SDO Leyte
Day 3. October 22, 2022		
Home Sweet Home		

Enclosure 2 to RM No. 1159, 2022

WORKING COMMITTEES
NATIONAL EXECUTIVE COMMITTEE (EXECOM) MEETING
October 20-22, 2022

REGIONAL EXECUTIVE COMMITTEE

Chair: RD Evelyn R. Fetalvero
Co-Chair: ARD Bebiano I. Sentillas
Members: All Schools Division Superintendents
Alejandrito L. Yman
Alma E. Suyom
Alejandra B. Lagumbay
Harvie D. Villamor
Rosemarie M. Guino
Mercedes D. Sarmiento
Rita R. Dimakiling
Cesar P. Verunque
Atty. Eleanor E. Calumpiano
Jasmin F. Calzita
Jim Albert A. Lagado

OVERALL EVENT DIRECTOR: Harvie D. Villamor

WORKING COMMITTEES

1. **Finance.** The committee shall prepare and allocate budget and detailed Financial Requirement, and accept the downloaded funds from CO.
Head: Alma Suyom
Members: Gladys Fabillo, Gary Jay Calipayan, Fe Gerona, and all SDO Accountants and Budget Officers

2. **Program and Invitation.** The committee shall prepare the certificates and invitation, flow of program, memorandum (with program and committees), assign emcees, intermission numbers, and other parts of the programs and officers of the day (support staff), and facilitate the Preliminaries for Days 1 and 2. The program should not be too extravagant. It should be simple but elegant.
Heads: Rita Dimakiling and Mercedes Sarmiento
Members: Teodorico Pelino Jr., Mark Lito Gallano, Epifancia Melchor, PPRD staff, Ariem Cinco, Reynaldo Nayre, Geraldine Mangaliman, Anna Lyn B. Lim, Imelda Gayas, and SDO Leyte

3. **Ushers and Usherettes/Protocol Officers.** The committee shall serve as airport protocol officers and venue ushers and usherettes. The protocol officers shall go with dignitaries all the time, prepare/procure meeting supplies to be given at the venue (30 packs), coordinate with SDOs regarding tokens for visitors, identify attire/dress code of ushers and usherettes, conduct orientation, and guide visitors to their assigned seats, rooms, and vehicles.
Head: Alejandra Lagumbay
Members: 11 RO staff (EPSs for protocol officers), 5 SDO staff from Tacloban City, and 5 SDO staff from Leyte
4. **Logistics.** The committee shall take care of the sounds, ICT support, LED wall, tarpaulins, internet connectivity, etc., procure and oversee Sounds System and LED Wall, design tarpaulins, manage printing and put up tarpaulins in venues, assign personnel to manage visuals and presentations for LED Wall, and ensure Internet availability in the venue.
Head: Alejandrito Yman
Members: Elizabeth Caboboy, Admin Section Heads, Mikko Duero, Gerard Villegas
5. **Transportation (Vehicles).** The committee shall assign vehicles and drivers per guest, coordinate respective itineraries of guests, coordinate with traffic management and protocol officers, and prepare car pass and VIP stickers. One vehicle, one protocol officer, one guest policy shall be followed. Each SDO shall provide a vehicle(s) and identify a Protocol Officer.
Head: Cesar Verunque
Members: QAD EPSs
Vehicles: RO – 2, Tacloban City – 3, Leyte – 3, Baybay City – 2, Biliran – 1, Borongan City – 1, Calbayog City – 1, Catbalogan City – 1, Eastern Samar – 1, Maasin City – 1, Northern Samar – 1, Ormoc City – 2, Samar – 2, and Southern Leyte – 1
6. **Traffic Management and Security.** The committee shall coordinate with PNP, TOMECO, Transportation Committee, OVPSG, and OSEC, and coordinate with the Transportation Committee on car passes and VIP Stickers.
Head: Rosemarie Guino
Members: ESSD Staff
7. **Health and Safety.** The committee shall set up Health Desks and assign medical officers and nurses per venue and manage health protocols (including disinfections before and after).
Head: Dra. Ma. Elsa Gerona
Members: HNU, selected Leyte and Tacloban MOs (2) / Nurses (6)
Day 1: Iris Colilihan and 3 nurses
Day 2: Phoebe Quiban and 3 nurses

8. **Venue and Accommodation.** The committee shall take charge of the stage decoration, floor plan, and room assignments, procure stage decorations and hotel accommodation, prepare the floor plan, prepare nameplates/tags for guests, prepare room assignments for guests, and coordinate with the protocol officers and logistics committees.
Head: Harvie Villamor
Members: CLMD staff and SDO Leyte

9. **Documentation, Communication, Advocacy Video, and Secretariat.** The committee shall document all EXECOM-related activities, prepare advocacy video, manage registration and attendance, and set-up communication hub (information desk, directory, lists).
HEAD: Jasmin Calzita
Members: Floramay Bacus, Jim Albert Lagado, Mary Joy Cabaluna, Dolores Cagara, and John Dacatimbang

10. **Procurement.** The committee shall coordinate with the different committees on the preparations of the PRs, DFRs, BAC Resolutions, PPMPs, ATCs, Supplemental APPs, and Pos, and manage procurement.
Head: Atty. Eleanor Calumpiano
Members: BAC Members, BAC Secretariat, and BAC TWG

11. **Food.** The committee shall manage provision of food, prepare menu, procure fruits for the rooms of guests, prepare packed meals for drivers, TOMECO, PNP, OVPSG, and performers.
Head: Elizabeth Caboboy
Members: Administrative Division Personnel