



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

November 3, 2022

**REGIONAL MEMORANDUM**

No. **1244** s. 2022

**CORRIGENDUM AND ADDENDUM TO REGIONAL MEMORANDUM NO. 1159,  
SERIES 2022 RE: 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. With reference to Regional Memorandum No. 1159, s. 2022 entitled DepEd Regional Office VIII Hosting of the National Executive Committee (EXECOM) Meeting, this Office informs the field that the date and venue of the meeting shall be on November 8-9, 2022 at the Summit Hotel, Tacloban City.
2. The Schools Division Superintendents and Assistant Schools Division Superintendents are required to be at the venue at 6:00 p.m. on November 8, 2022.
3. The Regional Office shall provide the amount for the fuel expenses of the Schools Division Offices' vehicles that will be used during the activity. The drivers shall coordinate with Mr. Cesar P. Verunque, Chief Education Supervisor, and Transportation Committee Chairperson, on the liquidation/reimbursement process. The drivers shall contact the respective Protocol Officers for the transportation arrangements and schedules of the participants/guests.
4. In the exigency of the service, the members of the working committees shall be entitled to compensatory overtime credits for the services rendered beyond office hours and during weekends and holidays, subject to existing guidelines.
5. Attached are the List of Protocol Officers and Usherettes (Enclosure 1), Transportation Arrangements (Enclosure 2), Expected Participants (Enclosure 3), and Indicative Program (Enclosure 4), for guidance and reference.
6. All other provisions in the abovementioned Regional Memorandum which are consistent with this issuance shall remain in force and in effect.



7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *ph*

Enclosures: 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. 1244, 2022

**LIST OF PROTOCOL OFFICERS AND USHERETTES**  
**NATIONAL EXECUTIVE COMMITTEE (EXECOM) MEETING**  
 November 8-9, 2022

No.	Participants	Protocol Officers
1	VP and Secretary Sara Z. Duterte	RD Evelyn R. Fetalvero ARD Bebiano I. Sentillas
2	Undersecretary Epimaco V. Densing III	Melani Escobarte, Tacloban City
3	Head Executive Assistant Atty. Sunshine A. Fajarda	With VP Secretary
4	Undersecretary Revsee A. Escobedo	Niceta L. Galura, Tacloban City
5	Undersecretary Michael Kristian R. Ablan	Sonia Cabalona, Tacloban City
6	Undersecretary Annalyn M. Sevilla	Alma Suyom, RO-FD
7	Undersecretary Gloria Jumamil-Mercado	Atty. Eleanor Calumpiano, RO-ORD-LU
8	Undersecretary Atty. Jose Arturo C. De Castro	Eden A. Dadap, RO-ESSD
9	Undersecretary Gerard L. Chan	Atty. Dulce Catubao, RO-ORD-LU
10	Undersecretary Gina O. Gonong	Jessica Abril, Tacloban City
11	Assistant Secretary Alma Ruby C. Torio	Crisvil Villamor, Tacloban City
12	Assistant Secretary G.H. S. Ambat	Alfredo Cafe, RO-CLMD
13	Assistant Secretary Francis Cesar B. Bringas	Maria Kristina Tabernero, Leyte Division
14	Assistant Sec. Atty. Omar Alexander V. Romero	Leonardo Cordova, RO-FD
15	Assistant Sec. Atty. Amanda Marie Nograles	Atty. Veronicaliza Bautista, Leyte Division
16	Assistant Secretary Dexter A. Galban	Mauricio Catan, Leyte Division
17	Assistant Sec. Christopher Lawrence S. Arnucu	Bella Alberca, Leyte Division
18	Dir. Atty. Michael Poa	Karen Barril, Leyte Division
19	Dir. Roger B. Masapol	Ann Nichols, Leyte Division
20	Jonathan Diche	
21	Mariel Bayangos	
22	Aileen Ong	
23	Jenny Rose Clemente	
<b>Head of the Protocol Officers</b> Rodel V. Rosales, HRDD		<b>Usher/Usherettes</b> Regional Office Personnel
<b>Head of the Usher/Usherettes</b> Jennylind D. Daya, PPRD		Chona O. Zabala, AD-PS Kathrine Rae A. Cromente, FD Wedlyn P. Abolorio, AD-PS Rashiel R. Labita, AD Rogelio O. Ticoy Jr., HRDD

✓

Enclosure 2 to RM No. 1244 2022

**TRANSPORTATION ARRANGEMENT**  
**NATIONAL EXECUTIVE COMMITTEE (EXECOM) MEETING**  
 November 8-9, 2022

Vehicle (V) Assignment	Protocol Officers
V-01	RD Evelyn R. Fetalvero
V-02	ARD Bebiano I. Sentillas
V-03	Melani Escobarte, Tacloban City
V-04	Niceta L. Galura, Tacloban City
V-05	Sonia Cabalona, Tacloban City
V-06	Alma Suyom, Regional Office
V-07	Atty. Eleanor Calumpiano, Regional Office
V-08	Atty. Dulce Catubao, Regional Office
V-09	Eden A. Dadap, Regional Office
V-10	Jessica Abril, Tacloban City
V-11	Crisvil Villamor, Tacloban City
V-12	Alfredo Cafe, Regional Office
V-13	Maria Kristina Tabernerero, Leyte Division
V-14	Leonardo Cordova, Regional Office
V-14	Atty. Veronicaliza Bautista, Leyte Division
V-16	Mauricio Catan, Leyte Division
V-17	Bella Alberca, Leyte Division
V-18	Karen Barril, Leyte Division
V-19	Ann Nichols, Leyte Division
V-20	RFD Chiefs

L

Enclosure 3 to RM No. 19244, 2022

**EXPECTED PARTICIPANTS FROM THE REGIONAL OFFICE AND  
SCHOOLS DIVISION OFFICES**

NATIONAL EXECUTIVE COMMITTEE (EXECOM) MEETING

November 8-9, 2022

Office/Division	Participants																												
Regional Office	Regional Director Assistant Regional Director Functional Division Chiefs Heads of Legal, Public Affairs, and Information Communication Technology Units																												
Schools Division Offices (SDOs)	Schools Division Superintendents Assistant Schools Division Superintendents 1 School Head per SDO based on the identified school type below: <table border="1" data-bbox="719 834 1342 1363"> <thead> <tr> <th>SDOs</th> <th>School Type</th> </tr> </thead> <tbody> <tr> <td>Baybay City</td> <td>Elementary School (ES)</td> </tr> <tr> <td>Biliran</td> <td>ES</td> </tr> <tr> <td>Borongan City</td> <td>Junior High School (JHS)</td> </tr> <tr> <td>Calbayog City</td> <td>Integrated ES/JHS/SHS</td> </tr> <tr> <td>Catbalogan City</td> <td>ES</td> </tr> <tr> <td>Eastern Samar</td> <td>Senior High School (SHS)</td> </tr> <tr> <td>Maasin City</td> <td>SHS Stand Alone</td> </tr> <tr> <td>Northern Samar</td> <td>Multigrade (MG) School</td> </tr> <tr> <td>Ormoc City</td> <td>JHS</td> </tr> <tr> <td>Samar</td> <td>Integrated School</td> </tr> <tr> <td>Leyte</td> <td>JHS</td> </tr> <tr> <td>Southern Leyte</td> <td>MG School</td> </tr> <tr> <td>Tacloban City</td> <td>Integrated JHS and SHS</td> </tr> </tbody> </table>	SDOs	School Type	Baybay City	Elementary School (ES)	Biliran	ES	Borongan City	Junior High School (JHS)	Calbayog City	Integrated ES/JHS/SHS	Catbalogan City	ES	Eastern Samar	Senior High School (SHS)	Maasin City	SHS Stand Alone	Northern Samar	Multigrade (MG) School	Ormoc City	JHS	Samar	Integrated School	Leyte	JHS	Southern Leyte	MG School	Tacloban City	Integrated JHS and SHS
SDOs	School Type																												
Baybay City	Elementary School (ES)																												
Biliran	ES																												
Borongan City	Junior High School (JHS)																												
Calbayog City	Integrated ES/JHS/SHS																												
Catbalogan City	ES																												
Eastern Samar	Senior High School (SHS)																												
Maasin City	SHS Stand Alone																												
Northern Samar	Multigrade (MG) School																												
Ormoc City	JHS																												
Samar	Integrated School																												
Leyte	JHS																												
Southern Leyte	MG School																												
Tacloban City	Integrated JHS and SHS																												



Enclosure 4 to RM No. 9244, 2022

**UPDATED INDICATIVE PROGRAM**  
**NATIONAL EXECUTIVE COMMITTEE (EXECOM) MEETING**  
 November 8-9, 2022

Date/Time	Activities
<b>Day 1. November 8, 2022</b>	
11:00 a.m. – 06:00 p.m.	Arrival of National EXECOM and Secretariat
06:00 p.m. – 08:00 p.m.	Dinner
<b>Day 2. November 9, 2022</b>	
06:00 a.m. – 07:30 a.m.	Breakfast
07:30 a.m. – 08:30 a.m.	Registration of Participants
08:30 a.m. – 12:00 p.m.	Dialogue and Interface of the National EXECOM and DepEd RO VIII Key Officials
12:00 p.m. – 01:00 p.m.	Lunch Break
01:00 p.m. – 06:00 p.m.	Executive Committee Meeting Proper
06:00 p.m. – 08:00 p.m.	Dinner
<b>Day 3. November 10, 2022</b>	
06:00 a.m. – 08:30 a.m.	Breakfast
	Home Sweet Home

✓



14322

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

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.                     , 2022

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

Time	Activities	Person/Office Involved
<b>Day 1. October 20, 2022</b>		
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
<b>Day 2. October 21, 2022</b>		
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
<b>Day 3. October 22, 2022</b>		
Home Sweet Home		

Enclosure 2 to RM No. \_\_\_\_\_, 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: Alejandrino 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