



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

November 29, 2022

REGIONAL MEMORANDUM

No. **1356**, s. 2022

CONVERGENCE OF DEPED REGIONAL OFFICE VIII PERSONNEL

To: Schools Division Superintendents
 All Others Concerned

1. The Department of Education (DepEd) Regional Office No. VIII shall conduct the Convergence of DepEd Regional Office VIII Personnel dubbed as REDP: Roadmap to Sustaining Quality Education on December 14, 2022 at 3:00 P.M. to 5:00 P.M. at the RELC-NEAP, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The participants to this activity are the Regional Director, Assistant Regional Director, Functional Division Chiefs, Unit Heads, Education Program Supervisors and all other employees.
3. The highlight of the aforementioned activity is the presentation of the 2023-2028 Regional Education Development Plan (REDP).
4. For further information and details, refer to the following annexes:
 - a. Annex 1 - Activity Matrix
 - b. Annex 2 - Technical Working Group and Terms of Reference
5. Expenses for snack and other related expenditures shall be charged to RO Funds, subject to the usual government accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosures: Activity Matrix
 Technical Working Group and Terms of Reference
 References: None
 To be indicated in the Perpetual Index under the following subjects:
 CONVERGENCE EDUCATION
 CLMD-HDV/mca



ANNEX 1-Activity Matrix

CONVERGENCE OF DEPED REGION OFFICE VIII PERSONNEL
 NEAP – RELC, DepEd Complex, Gov’t Center, Candahug, Palo, Leyte
 December 14, 2022

Time	Activity	Venue	Persons Involved
3:00PM-3:30PM	Opening Program * Lupang Hinirang * Prayer * Quality Policy Statement * DepEd RO8 Hymn * Welcome Remarks * Presentation of Participants * Message	DepEd RO8 Covered Court	CLMD
3:30-5:00PM	Presentation of REDP	DepEd RO8 Covered Court	PPRD

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ANNEX 2- Technical Working Group and Terms of Reference

TECHNICAL WORKING GROUP and TERMS OF REFERENCE

	Persons-in-Charge	Terms of Reference
Event Chairperson	Dr. Evelyn R. Fetalvero, CESO IV <i>Regional Director</i>	Oversee the entire event and planning process.
Event Vice-Chairperson	Dr. Bebiano I. Sentillas, CESO V <i>Asst. Regional Director</i>	
Program, Registration and Attendance	Chairperson: Dr. Harvie D. Villamor <i>Chief, CLMD</i> V-Chairperson: Dr. Nova P. Jorge Members: Dr. Gertrudes C. Mabutin Dr. Dandy G. Acuin Dr. Ryan R. Tiu Mr. Joy B. Bihag Mr. Alfredo P. Café Dr. Amenia C. Aspa Mrs. Sarah S. CAbaluna Mr. Dean Ric M. Endriano Dr. Ernani S. Fernandez, Jr. Mrs. Hydelyn Cinco Mr. Romeo A. Alvarado Mrs. Marlene C. Arinto	<ul style="list-style-type: none"> • Prepare the event program. • Prepare the Regional Memorandum • Prepare registration and attendance sheet. • Facilitate the registration and attendance of the participants. • Ensure that registration and attendance sheets are completely filled out. • Coordinate with other committees, performers/presenters to ensure flow of the activities
REDP Presentation	Chairperson: Dr. Rita D. Makiling <i>Chief, PPRD</i> V-Chairperson: Dr. Teodorico Peliño Members: All PPRD Personnel and staff	<ul style="list-style-type: none"> • Prepare the venue for the presentation and the materials to be used during the activity • Coordinate with the Technical Facility Staff
Raffle Draw and Prizes	Chairperson: Dr. Alejandrito L. Yman <i>Chief, Admin</i> V-Chairperson: Mrs. Elizabeth Caboboy Members: All Admin, ORD, & OARD Staff and Personnel	<ul style="list-style-type: none"> • Prepare the prizes • Prepare for the materials needed for the Raffle Draw. • Ensure the smooth proceedings of the Raffle Draw activity. • Announce the winners of the Raffle Draw.
Stage Set-up	Chairperson: Mrs. Mercedes Sarmiento <i>Chief, FTAD</i> V-Chairperson: Dr. Geraldine Mangaliman Members: Dr. Reynaldo Nayre Mrs. Anne Lyn Lim	<ul style="list-style-type: none"> • Prepare the Stage Set-up • Prepare lights and sounds system • Consider venue capabilities and limitations • Coordinate with the Technical facility staff • Prepare the procurement for the the Stage Set-up
Food Preparation	Chairperson: Mrs. Alma Suyom <i>Chief, FD</i> V-Chairperson: Gladys Fabillo Members: All FD Personnel and Staff	<ul style="list-style-type: none"> • Prepare the procurement for the catering services. • Ensure that the total number of pax shall be accommodated during snack time.
Accommodation and Health Protocol	Chairperson: Dr. Alejandra B. Lagumbay <i>Chief, HRDD</i> V-Chairperson: Atty. Maureen Charisse A. Maltos Members: All HRDD Personnel and Staff	<ul style="list-style-type: none"> • Prepare the venue • Ensure that health protocol will be strictly observed

Technical Facility	Chairperson: Mr. Jim Albert A. Lagado V-Chairperson: Mr. Mikko S. Suero	<ul style="list-style-type: none"> • Organize presentation files and ensure that they are in sync with the program. • Assist technical operators to ensure smooth flow of presentations.
Documentation	Chairperson: Mrs. Jasmin F. Calzita V-Chairperson: Ms. Flora May Q. Bacus Member: Mr. Gerald Christopher Villegas Ms. Queenilyn Yu	<ul style="list-style-type: none"> • Capture photographs during the whole duration of the event. • Keep a record of the things that were successful about an event and the things that did go as well.
Master of Ceremony	Mr. Ariem Cinco	<ul style="list-style-type: none"> • Serve as host during the entire event. • Prepare script for the event. • Ensure a smooth flow of the activities.