



3918

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

March 27, 2023

REGIONAL MEMORANDUM

No. **283**, s. 2023

**PRE-LAUNCHING AND ORIENTATION ON THE GIRLS EDUCATION CENTER
LEARNING FACILITIES CUM CEREMONIAL INSTALLATION OF
THE SCHOOLS DIVISION SUPERINTENDENTS**

To: Director III
Schools Division Superintendents
Assistant Schools Division Superintendents
CID Chiefs
Regional Office VIII Employees
Regional and Division ALS Focal Persons
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), shall hold the **Pre-Launching and Orientation on the Girls Education Center Learning Facilities cum Ceremonial Installation of the Schools Division Superintendents** on **April 3, 2023** at **8:00 a.m.** at the **Regional Office Gymnasium, DepEd Regional Office VIII, Candahug, Palo, Leyte.**

2. The activity aims to:
a. prepare all the identified participants in the actual handover ceremony of the Girls Education Center (GEC);
b. orient the participants of the structure and various learning spaces and amenities in the GEC; and
c. review the commitment of the Schools Division Superintendents in preparing the learners' lives by improving their scholastic achievements.

3. The Schools Division Superintendents shall be in their executive attire; Assistant Schools Division Superintendents in their smart casual; and, Regional Office employees in their office uniform.

4. Attached herewith is the list of the working committees, activity matrix, and participants per office for information and guidance. It is therefore advised that all the committee members thereof shall perform the tasks as stipulated in the respective terms of reference (TOR).



5. To augment the strength of the Venue and Accommodation Committee, the Schools Division Superintendents from Leyte and Tacloban City are requested to send their respective Division ALS Focal Persons and three ALS teachers on April 2-3, 2023 and coordinate with the Regional ALS Focal Person for the necessary arrangements.

6. There is **no registration fee**. Morning snacks, lunch, and the logistical needs, including the procurement of goods and services required in the venue preparations, shall be arranged at the Regional Office (RO) charged to RO Funds, while the participants' travel and other incidental expenses relative to the activity shall be charged against the Local/MOOE Funds of their respective offices, subject to the usual accounting and auditing rules and regulations.

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


EVELYN R. FETALVERO, CESO III
Regional Director 1

Enclosures: As Stated
References: None

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

CLMD-APC **ALS** **GIRLS EDUCATION** **INSTALLATION** **ORIENTATION**



Enclosure 1 to RM No. **283** s. 2023 dated March 27, 2023.

PROGRAM MANAGEMENT COMMITTEE (PMC)

PROGRAM STEERING COMMITTEE (PSC)

Chairperson: RD EVELYN R. FETALVERO, CESO III
Vice-Chair: ARD BEBIANO I. SENTILLAS, CESO IV
Members: DR. ALEJANDRITO L. YMAN, Chief, AD
DR. HARVIE D. VILLAMOR, Chief, CLMD
DR. ROSEMARIE M. GUINO, OIC-Chief, ESSD
MS. ALMA E. SUYOM, Chief, FD
MS. MERCEDES D. SARMIENTO, Chief, FTAD
DR. ALEJANDRA B. LAGUMBAY, Chief, HRDD
DR. RITA R. DIMAKILING, Chief, PPRD
MR. CESAR P. VERUNQUE, Chief, QAD

TECHNICAL WORKING COMMITTEES

FINANCE AND PROCUREMENT COMMITTEE

Chairperson: MS. ALMA E. SUYOM, Chief, FD
Vice-Chair: MS. FE M. GERONA, Accountant III
Members: MR. GARY JAY N. CALIPAYAN, AOV
MR. ALFREDO P. CAFÉ, EPS, CLMD
MS. MARNIE L. SAGITARIOS, CoS, ALS TA Staff
BAC Members
Finance Division Staff

COMMUNICATION, PROGRAM, AND INVITATION COMMITTEE

Chairperson: MR. ALFREDO P. CAFÉ, EPS, CLMD
Vice-Chair: MS. ELIZABETH E. CABOBOY, SAO, AD
Members: DR. GERTRUDES C. MABUTIN, EPS, CLMD
MR. DEAN RIC M. ENDRIANO, EPS, CLMD
MS. RASSEL ESCOLANO, CoS, ALS Comm Staff
MS. MARIA CRISTINA PENDEJITO, CoS, ALS PPA Staff
Administrative Division Staff

SUPPLIES AND MATERIALS COMMITTEE

Chairperson: MS. MERCEDES D. SARMIENTO, Chief, FTAD
Vice-Chair: MS. MA. LAURA F. PAGLINAWAN, AOV, AMS
Members: MS GRACE K. VELARDE, CoS, ALS Support Staff
Asset Management Section Staff

MEDICAL/HEALTH & SANITATION COMMITTEE

Chairperson: DR. ROSEMARIE M. GUINO, OIC-Chief, ESSD
Co-Chair: DR. ALEJANDRITO L. YMAN, Chief, AD
Vice-Chair: DR. ELMER ALBERT E. CUEVAS, Dentist III
Members: Education Support Services Division Staff

GUEST RELATION COMMITTEE

Chairperson: DR. ALEJANDRA B. LAGUMBAY, Chief, HRDD
Vice-Chair: ATTY. MAUREEN CHARISSE A. MALTOS, NEAP, HRDD
Members: Human Resource Development Division Staff
Curriculum and Learning Management Division and ALS Staff

VENUE AND ACCOMMODATION COMMITTEE

Chairperson: MR. ALFREDO P. CAFÉ, EPS, CLMD
Vice-Chair: MS APPLE T. REYES, AOIV, GSU
Members: MR. RANULFO I. BAAY, EPS, Tacloban City Division
MS. MARIE JOY A. ARIAS, EPS, Leyte Division
MS. MARNIE L. SAGITARIOS, CoS, ALS TA Staff
MR. FRANKINSENSE M. CAFÉ, CoS, ALS Support Staff
Administrative Division & General Services Unit Staff
Select ALS Teachers from Leyte and Tacloban City Divisions

PUBLIC INFORMATION, MEDIA ASSISTANCE & EVENT DOCUMENTATION COMMITTEE

Chairperson: DR. RITA R. DIMAKILING, Chief, PPRD
Vice-Chair: MS. JASMIN F. CALZITA, AOV, PAU
Members: MS. FLORAMAY Q. BACUS, PDO II, PAU
Policy, Planning and Research Division Staff

SECRETARIAT/ MANAGEMENT STAFF

Chairperson: DR. HARVIE D. VILLAMOR, Chief, CLMD
Vice-Chair: DR. CESAR P. VERUNQUE, Chief, QAD
Members: Curriculum and Learning Management Division and ALS Staff
Quality Assurance Division Staff

Enclosure 2 to RM No. 283 s. 2023 dated March 27, 2023.

PROGRAM MANAGEMENT COMMITTEES (PMC) TERMS OF REFERENCE

Pre-Launching and Orientation on the Girls Education Center Learning Facilities cum Ceremonial Installation of the Schools Division Superintendents

*Regional Office Gymnasium, DepEd Regional Office VIII, Candahug, Palo, Leyte
April 3, 2023 @ 8:00 AM*

PROGRAM STEERING COMMITTEE (PSC)

- Manage and oversee the general conduct of the Activity.
- Ensure that all the tasks are carried out as planned.
- Guarantee provision of all necessary resources.
- Warrant the safety and security of the participants.
- Steer and empower the created Working Committees.

TECHNICAL WORKING COMMITTEES

FINANCE AND PROCUREMENT COMMITTEE

- Ensure the authorized provision of funds for the procurement of supplies, materials, and other necessary items deemed necessary for the successful conduct of the activity.
- Warrant complete and appropriate logistical preparations.
- Work on the procurement of supplies, materials, and other needed items for the successful conduct of the activity, in accordance with procurement guidelines.
- Coordinate with the Secretariat in the preparation documentary evidence as required in the reporting, liquidation, and payment to the suppliers.
- Do other related tasks as instructed by the PSC.

COMMUNICATION, PROGRAM, AND INVITATION COMMITTEE

- Prepare and process communications following the standards and protocol.
- Prepare and distribute to the concerned participants copies of the approved program.
- Send invitation letters to the identified guests outside of DepEd.
- Send invitation letter to the identified Parish Priest to hold the Thanksgiving Mass and lead in the Blessing of the GEC.
- Coordinate with the Finance and Procurement Committee for the Stipend of the invited Priest and the Secretariat for the Food.
- Ensure availability of the copies of the program throughout the activity.
- Do other related tasks as instructed by the PSC.

SUPPLIES AND MATERIALS COMMITTEE

- Accept the delivery of procured supplies and materials for the activity.
- Check completeness and compliance to specifications of the delivered items.
- Take charge of the distribution of supplies and materials to where /whom they are intended to.
- Take charge in the reproduction of the copies of the program and coordinate with the Program Committee for the distribution.
- Do other related tasks as instructed by the PSC.

MEDICAL/HEALTH & SANITATION COMMITTEE

- Ensure availability of medical personnel throughout the activity.
- Administer emergency/ first aid medicines whenever necessary.
- Work closely with the Emergency Response Committee in case of emergencies.
- Check nutritional values and safety of food under procurement.
- Ensure that food being served are in proper food handling.
- Advise on trends and best practices in terms of food services.
- Do other related tasks as instructed by the PSC.

GUEST RELATION COMMITTEE

- Coordinate with the Venue and Accommodation Committee in the ushering of the arriving guests to their respective seats.
- Coordinate with the Secretariat in the preparation of list of SDS, ASDS, CID Chief, and ALS Focal Persons and their respective Divisions.
- Coordinate with the Secretariat in the preparation of list of guests outside of DepEd.
- Give copy of the above-mentioned lists to the Host of the activity for the recognition of these VIPs and Key Officials during the activity and in the actual program flow.
- Attend to the needs of the VIPs, their parties, and other guests.
- Do other related tasks as instructed by the PSC.

VENUE AND ACCOMMODATION COMMITTEE

- Prepare the seats and tables for the VIPs, DepEd Key Officials, and the general attendees with labels and bottled water.
- Coordinate with the catering service (supplier) in the putting up the cloth for the tables and chairs which shall be ready not later than 7:00 AM.
- Ensure availability of water dispensers with water enough to serve 240 participants.
- Coordinate with the Finance and Procurement Committee for the availability of free-flowing coffee which shall start at 7:00 AM.
- Coordinate with the Finance and Procurement Committee for the availability of food for the lunch of the participants which shall be not later than 11:30 AM.
- Coordinate with the Finance and Procurement Committee for the availability of supplies and materials needed for the venue decoration.
- Post in conspicuous areas the directions to guide the guests in going to the Comfort Rooms, Parking Area, and Offices.
- Post in conspicuous areas the secretariat and security hotline numbers for immediate attention and assistance.
- Prepare and check functionality of the sound system before 7:00 AM.
- Prepare and check functionality of the LCD Projector and Operational Laptop before 7:00 AM.
- Ensure the cleanliness of the venue and shall be free from any disruptions.
- Ensure no cars are parked at the venue and its vicinity.
- Post the tarpaulins at the designated area.
- Beautify the venue as instructed by the PSC.

PUBLIC INFORMATION, MEDIA ASSISTANCE & EVENT DOCUMENTATION COMMITTEE

- Make an immediate press release or newsletter covering the activity.
- Provide important information to the PSC.
- Prepare complete documentation of the activity in coordination with the different committees.
- Answer queries from the Media relative to the activity.
- Do other related tasks as instructed by the PSC.

SECRETARIAT/ MANAGEMENT STAFF

- Prepare and ensure accomplishment of the Attendance Sheet.
- Assist the Finance and Procurement Committee in taking pictures of Food delivered by the supplier and ensure the availability as scheduled.
- Coordinate with the Health and Sanitation Committee and the Caterers in ensuring Health and Sanitation in food catering and services.
- Prepare Certificates of Appearance and Participation for the official participants.
- Coordinate with the Finance and Procurement Committee for the availability of Materials for the Leis.
- Coordinate with all the Committees for progress checking and reporting to the PSC
- Do other related tasks as requested by the Meet Managers.

Enclosure 3 to RM No. **283** s. 2023 dated March 27, 2023.

ACTIVITY MATRIX

**PRE-LAUNCHING AND ORIENTATION ON THE GIRLS EDUCATION CENTER
LEARNING FACILITIES CUM CEREMONIAL INSTALLATION OF
THE SCHOOLS DIVISION SUPERINTENDENTS**

Regional Office Gymnasium, DepEd Regional Office VIII, Palo, Leyte
April 3, 2023

Time	Activity	Responsible Person(s)
07:30 AM – 07:59 AM	Arrival & Registration	PSC & Secretariat
08:00 AM – 09:00 AM	Thanksgiving Mass	TBA
09:01 AM – 09:30 AM	Blessing of the ALS GEC cum Orientation of its Learning Resources and Amenities	
09:31 AM – 10:30 AM	Ceremonial Installation of the Schools Division Superintendents <i>(Separate Program)</i>	DR. EVELYN R. FETALVERO, CESO III Regional Director
10:31 AM – 11:30 AM	A Tribute to ARD Bebiano I. Sentillas, CESO IV <i>(Separate Program)</i>	Secretariat & the Host
11:31 AM – 12:00 NN	Photo opportunity	Host
12:01 PM	Fellowship Lunch	
The Host for the 3-in-1 Event		MR. ARIEM V. CINCO AOIV, Records Section

Enclosure 4 to RM No. **283** s. 2023 dated March 27, 2023.

Allotment of Participants per Office

Division		SDS	ASDS	CID Chief	ALS Focal	Total Pax
1	Baybay City	1	1	1	1	4
2	Biliran	1	1	1	1	4
3	Borongan City	1	1	1	1	4
4	Calbayog City	1	1	1	1	4
5	Catbalogan City	1	1	1	1	4
6	Eastern Samar	1	1	1	1	4
7	Leyte	1	1	1	1	4
8	Maasin City	1	1	1	1	4
9	Northern Samar	1	1	1	1	4
10	Ormoc City	1	1	1	1	4
11	Samar	1	1	1	1	4
12	Southern Leyte	1	1	1	1	4
13	Tacloban City	1	1	1	1	4
14	Regional Office					134
Total Pax per Designation		13	13	13	13	186