



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

May 25, 2023

REGIONAL MEMORANDUM

No. 500 s. 2023

BILLETING SCHOOLS, CONTEST AND EVENT VENUES, AND TERMS OF REFERENCE FOR THE 2023 REGIONAL SCHOOLS PRESS CONFERENCE (RSPC)

To: Schools Division Superintendents
All Others Concerned

1. This Office, in partnership with the Division of Eastern Samar as Host Division, identifies the following billeting schools and contest and activity venues that will be utilized as well as the terms of reference that will be observed during the conduct of the 2023 RSPC on May 31 to June 2, 2023.

2. The schools to be utilized as billeting areas include both elementary and secondary schools below:

- a. Dapdap Central Elementary School (Biliran, Catbalogan City, and Leyte Divisions);
- b. Dolores Central Elementary School (Borongan City, Maasin City, Ormoc City, and Tacloban City Divisions);
- c. Dolores National High School (Baybay City, Eastern Samar, and Southern Leyte Divisions and RSPC TWG);
- d. Lunang Elementary School (Calbayog City);
- e. Malaintos Elementary School (Calbayog City); and
- f. Malobago Elementary School (Samar)

3. Likewise, contest and activities shall be held in the following venues:

- a. Dolores Central ES Gym (Collaborative Desktop Publishing)
- b. Dolores Municipal Gym (Opening Program, Welcome Night, TV Scriptwriting and Broadcasting, Climate Journalism Workshop, and Awarding Ceremony)
- c. Dolores NHS – Individual Contests
- d. Dolores NHS Gym (Mini Press Conference, Radio Scriptwriting and Broadcasting – English)
- e. Dolores NHS TVL Building (Online Publishing and Photojournalism)
- f. Lunang Gym (Sports Coverage/Exhibition)
- g. Maintos Gym (Radio Scriptwriting and Broadcasting – Filipino)



4. The contests shall be conducted on June 1, 2023 at the different venues following the schedule in the enclosed matrix of activities.
5. For guidance, the terms of reference for the members of the RSPC Technical Working Group are also attached (Enclosure B).
6. Immediate dissemination of and compliance with this Memorandum are desired.

for
Arbely
EVELYN R. FETALVERO, CESO IV
Regional Director *✓*

Enclosures: As stated
References: None

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

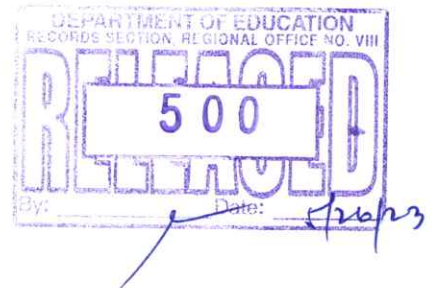
CAMPUS JOURNALISM

CONTEST

RSPC

VENUES

CLMD-DME



Enclosure A to Regional Memorandum No. _____ s. 2023

Individual Contests – Dolores NHS

TIME / DATE	JUNE 1, 2023								
	Lunang Gym	ROOM 1	ROOM 2	ROOM 3	ROOM 4				
06:00-06:30	BREAKFAST								
06:30-07:00									
07:00-07:30									
07:30-08:00									
08:00-08:30	Sports Exhibition 1	News Writing - English Elem	News Writing - English HS	News Writing - Filipino Elem	News Writing - Filipino HS				
08:30-09:00									
09:00-09:30	LUNCH BREAK								
09:30-10:00						Sports Writing - English Elem	Sports Writing - English HS	Sports Writing - Filipino Elem	Sports Writing - Filipino HS
10:00-10:30									
10:30-11:00									
11:00-11:30		Editorial Writing - English Elem	Editorial Writing - English HS	Editorial Writing - Filipino Elem	Sports Writing - Filipino HS				
11:30-12:00									
12:00-12:30	LUNCH BREAK								
12:30-01:00									
01:00-01:30		Column Writing - English Elem	Column Writing - English HS	Column Writing - Filipino Elem	Column Writing - Filipino HS				
01:30-02:00									
02:00-02:30									

TIME / DATE	ROOM 5	ROOM 6	ROOM 7	ROOM 8	PHOTO SHOOT AREA
07:00-07:30					Photo Session
07:30-08:00					
08:00-08:30	Copyreading & Headline Writing - English Elem	Copyreading & Headline Writing - English HS	Copyreading & Headline Writing - Filipino Elem	Copyreading & Headline Writing - Filipino HS	
08:30-09:00					
09:00-09:30	LUNCH BREAK				
09:30-10:00					
10:00-10:30					
10:30-11:00					
11:00-11:30	Features Writing - English Elem	Features Writing - English HS	Features Writing - Filipino Elem	Features Writing - Filipino HS	
11:30-12:00					
12:00-12:30	LUNCH BREAK				
12:30-01:00					
01:00-01:30	Editorial Cartooning - English Elem	Editorial Cartooning - English HS	Editorial Cartooning - Filipino Elem	Editorial Cartooning - Filipino HS	
01:30-02:00					
02:00-02:30					
02:30-03:00					
03:00-03:30					



Group Contests

TIME / DATE	PHOTO SHOOT AREA	Dolores NHS TVL Building	Dolores CES Gym	Dolores NHS Gym	Maintos Gym	Dolores Municipal Gym
06:00-06:30						
06:30-07:00						
07:00-07:30	Photo Session					
07:30-08:00		Photojournalism				
08:00-08:30				Mini Press Conference		
08:30-09:00						
09:00-09:30		Online Publishing		Radio Script Writing (Elem & HS English)	Radio Script Writing (Elem & HS Filipino)	TV Scriptwriting (HS English and Filipino)
09:30-10:00						
10:00-10:30						
10:30-11:00						
11:00-11:30						
11:30-12:00			Collaborative Desktop Publishing (5 hours)			
12:00-12:30						
12:30-01:00						LUNCH BREAK
01:00-01:30						
01:30-02:00		Evaluation of Outputs		Broadcast Simulation for the 26 English Broadcasting Teams (Elem and HS)	Broadcast Simulation for the 26 Filipino Broadcasting Teams (Elem and HS)	
02:00-02:30						
02:30-03:00						
03:00-03:30			Evaluation of Outputs			
03:30-04:00						
04:00-04:30						
04:30-05:00						
05:00-05:30				Tabulation of Scores	Tabulation of Scores	Broadcast Simulation for the 26 TV HS Broadcasting Teams
05:30-06:00						
06:00-06:30						
06:30-07:00						
07:00-07:30						



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Enclosure B to Regional Memorandum No. _____ s. 2023

TERMS OF REFERENCE AND WORKING COMMITTEES FOR THE 2023 REGIONAL SCHOOLS PRESS CONFERENCE			
May 31-June 2, 2023			
Eastern Samar			
RSPC STEERING COMMITTEE			
Executive Director	Dr. Evelyn R. Fetalvero		
Assistant Executive Director	Dr. Ronelo Al K. Firmo		
Project Coordinators	Dr. Gorgonio G. Diaz Jr.		
	Dr. Harvie D. Villamor		
Steering Committee Members	Dr. Rey F. Bulawan		
	Dr. Nicolas Baylan		
	Dr. Marixel Evardone		
	Mr. Dean M. Endriano		
	Dr. Dandy G. Acuin		
	Dr. Maria Moscare		
	Dr. Marcosa Lavado		
COMMITTEES	CHAIRPERSON	MEMBERS	TASKS
RSPC LEAD Technical Working Group	Harvie Villamor	CLMD EPSs and Personnel, RAESPA and RSPAA Officers	Makes the activity/project design or
			Makes the budget proposal in coordination with the RAESPA and RSPAA and the 13 SDOs
			Acts as coordinator of all contests and events during the RSPC
			Prepares the matrix of activities
			guidelines, mechanics, procedures, and criteria for contest administration and judging
			Makes memos, letters, and related documents as to preparations and actual conduct of the event
			Does the inventory of and checks the availability all needed facilities, materials, and equipment that will be used during the contests
			Prepares the needed contest documents and paraphernalia such as the registration list of official contestants, attendance sheets, answer sheets, envelopes, file boxes, etc. with the help of the committees
			Takes care of logistics and provides support services to the RTWG
			Resolves issues that may crop up during the event
Issues official announcements, updates, and instructions about the event			



DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

RSPC TEAM OF THE HOST DIVISION	SDS of the Host Division	ASDS, CID and SGOD Chiefs, Campus Journalism Supervisors of the Host Division, Host Division Personnel	Coordinates with the RSPC Technical Working Group as to planning and
			Forms the Host Division Working Committees
			Identifies contest facilitators and other manpower needed during the competition
			Hosts the opening and closing ceremonies
			Coordinates with the LGU, other government agencies, and private companies in terms of reservation of venues, water supply, electricity, internet connectivity, security, health, and
			Collects the registration fees thru the Finance Division
COMMITTEE ON REGISTRATION AND PROCUREMENT	Finance Division Chief of the SDO of E. Samar/Jacob Avila	RO Finance Division Personnel, Finance Division Personnel of the Host Division, and Regional and Division Journalism Supervisors	Gets the list of confirmed division participants from the Regional Journalism Coordinators needed in the pre-registration
			Does the registration process of official participants by collecting the registration fee during the preregistration
			Coordinates with the different committees as to expenses that need support
			Issues official receipts to the registered participants
			Makes procurement of needed goods and service in coordination with the RSPC TWG
			Disburses money for operational expenses based on the proposed budget and based on actual needs
			Keeps receipts and MOVs of financial transactions (photos of food, voucher, etc.)
			Submits a liquidation report of expenses
COMMITTEE ON SPECIAL EVENTS AND GUEST ACCOMMODATION	Dr. Marixel Evardone	Host Division Personnel Zyrel Chiquito, DAESPA/DSSPAA	Takes care of the needs of guests, resource, person, and judges
			Arranges accommodation and transportation needs especially in going to the group contest venues
			Assigns ushers and usherettes
			Prepares and distributes leis for guests and VIPs



DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

<p>COMMITTEE ON ACCOMMODATION, SECURITY, HEALTH AND SANITATION, AND EMERGENCY RESPONSE (May be broken into separate committees)</p>	<p>Alfredo P. Café, Camille Nemil, Dr.Marixel Evardone</p>	<p>LGU, PNP, BFP, DRRMO Partners, Division Engineer, Division Planning Officer, Division Health Officers and School Heads of the Billeting Schools and Event/Contest Venues of the Host Division</p>	<p>Identifies and prepares safe, accessible, and convenient billeting, schools, contest rooms, and activity venues for the RSPC</p>
			<p>Ensures availability of necessary facility including electrical, water, and internet wifi connection in the billeting quarters and/or contest venues to be used</p>
			<p>Identifies or facilitates the set up of temporary bathrooms and toilets in the billeting schools if needed</p>
			<p>Provides/prepares beddings and related provisions for DepEd officials and personnel, RTWG, proctors and facilitators, and other guests who need to stay at the billeting quarters or temporary accommodations</p>
			<p>Prepares the set up or arrangement of the physical environment in the contest and activity venues</p>
			<p>Makes a directory of billeting schools with information on the distance from contest and activity venues, number of available rooms, room capacity, and name and contact number of the school head</p>
			<p>Prepares the stage for opening and closing ceremonies with AV support</p>
			<p>Arranges chairs and tables prior to the event and returns the same after the event</p>
			<p>Assists in the health and medical concerns of participants and accompanies them to the health service provider if needed</p>
			<p>Coordinates with the local security force involving the police, barangay tanod, boy and girl scouts, and other volunteers the arrangement for school security and emergency response</p>
			<p>Monitors the weather, and latest health advisory for proper dissemination and recommendation</p>



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COMMITTEE ON CONTEST ADMINISTRATION	Harvie Villamor (Chief Contest Manager)	Chief Contest Manager	Directs the conduct of the contest
			Creates the contest topics for the different contests
		ASSISTANT CONTEST MANAGERS	Organizes and identifies most members of the committee which shall be composed of the Chief Contest Manager, Assistant Contest Managers, Contest Specialists, Contest Proctors, Contest Facilitators, and Contest Judges
		Individual Contests Dean Endriano	
		Group Contests Dandy Acuin	
		School Paper Contests Hydelyn Cinco	Orients the judges, proctors, and facilitators as to their roles and the process that should be aligned with the NSPC practice
		Search for the Most Outstanding SPAs and CJs Amenia Aspa	Assigns proctors, contest judges, and facilitators to a specific contest
			Checks the readiness of physical facilities and logistics in the contest venues
		CONTEST SPECIALISTS	Prepares the equipment and materials to be used in the assigned contest
		News Josephine Contapay	Delivers the sealed contest topics from the Chief Contest Manager to the Contest Proctors before the start of the contest
		Features Venecia Palencia	Delivers the contest materials and paraphernalia such as contest registration sheets, attendance sheets, envelopes, answer sheets with contestant identification stubs, contest report sheets to the Contest Proctor and retrieves the same after the contest
		Editorial Kimberly Zarzoa	
		Sports JM Jalayajay	
Copyreading Zyrel Chiquito			
Sci-Tech Lourdes Alota			
Photojournalism Efren Superable	Retrieves the sealed and Contest Answer Sheets Envelopes from the Contest Proctors and forwards the same to the Contest Judges		
Editorial Cartooning Jeffrey Cawaling	Retrieves the sealed Contestant Identification Stubs Envelopes and forwards them immediately to the Committee on Contest Results		
Column Writing Felix Asis			
Online Publishing Harold Naputo			
CDP Joy Bihag	Gets the sealed results from the Contest Judges and turns them over to the Committee on Contest Results		
Radio Broadcasting Dandy Acuin			
TV Broadcasting Ernani Fernandez			



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RAESPA/RSSPAA OFFICERS	Prepares the needed contest documents and paraphernalia such as list of official contestants, attendance sheets, answer sheets, envelopes, file boxes, timer, etc.	
	Conducts general assembly of SPAs and RCJA and conducts election of new set of	
	Collects authorized membership fees of the association	
	Supports the RSPC by providing additional manpower and assisting in the conduct of the activities as Contest Facilitator or members of the RSPC TWG	
	Leads in the conduct of the noncontestant sessions	
	Serves as members of the panel in the Search of the MOSPA and MOCJ.	
	Ensures that official contestants has submitted the required school paper in PDF form	
	Prepares the RSPC kit and leads in their distribution to the official participants	
	CONTEST PROCTORS	Administers the contests during the RSPC
	News, Sports, Editorial, and Column Writing (Sylvia Villanueva, Julio Lagrimas, Delia Quijano, Wilma Carreon)	Familiarizes oneself with the assigned contest guidelines and procedure of administration
Copyreading, Sci-Tech Writing, Features Writing, and Cartooning (Grace Villanueva, Mauricio Catan, Stella Baylan, Edna Malasaga)	Admits official contestants to the contest room/area according to schedule	
	Checks presence of cellphones, bags, notes, earphones, and unauthorized materials	
	Checks attendance of actual contestants with the registered contestants	
	Receives contest paraphernalia like envelopes and Contest Answer Sheets from the Contest Specialist	
	Receives the sealed contest topic except the one for Sports Writing from the Contest Specialist before the start of the contest	
	Reads contest guidelines and directions aloud before the start of the contest	
	Administers the assigned individual contests within the specified time	
	Writes the actual time in which the contest started and also the actual time in which the contest ended.	
	Facilitates the accomplishment of the Contest Registration Sheet (CRS) of the	
	Ensures that the conduct of the assigned contest follows the guidelines and	
	Collects the contest outputs at the end of the contest	
	Mixes the outputs and writes a two-digit number ranging from 01-13 into both the Contest Answer Sheet and Contestant Identification Stub	



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			<p>Tears/cuts the Contestant Identification Stub from the coded Contest Answer Sheet and seals them into two separate envelopes (1) CIS Envelope and (2) CAS Envelope prior to submission to the assigned Contest Specialist</p>
			<p>Returns all contest materials and paraphernalia to the assigned Contest Specialist at the end of each contest</p>
			<p>Take notes and marks a contestant with serious violation of contest guidelines and indicates details of such in the Event Report Sheet (CRS)</p>
			<p>Accomplishes and submits the Event Report Sheet after all contests are done</p>
		<p>Sports Exhibition (Lorie Arago)</p>	<p>Contacts players who will do the exhibition games in coordination with the Contest Director who determines the contest to be played</p>
			<p>Ensures that the specific contest to be played is unknown until it is about to start and brief the concerned players to do the</p>
			<p>Coordinates with the RTWG as to logistics like travel authority, transportation, snacks, and other needs of the exhibition teams</p>
			<p>Prepares the venue and the needed sports equipment and materials</p>
			<p>Checks attendance of actual contestants with the registered contestants</p>
			<p>Facilitates the accomplishment of the CRS of the contestants</p>
			<p>Checks presence of cellphones, bags, notes, earphones, and unauthorized materials</p>
			<p>Acts as a proctor for the Sports Exhibition Phase with the help of the assigned Contest Facilitators</p>
			<p>Reads contest guidelines and directions aloud before the start of the contest</p>
			<p>Ensures that the conduct of the assigned contest follows the guidelines and procedure</p>
			<p>Observes the game and the contestants with the help of the contest facilitators</p>
			<p>Take notes and marks a contestant with serious violation of contest guidelines and indicates details of such in the Event Report Sheet (ERS)</p>
			<p>Ends the game at the appointed time and directs the contestants to proceed to the contest venue for the Writing Phase</p>
			<p>Accomplishes and submits the ERS describing briefly what transpired during the exhibition game</p>



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	<p>Photojournalism (Salvador Artigo Hilda Olivina)</p>	Prepares the photoshoot area in coordination with the SRPC TWG
		Collects cameras and memory card for compliance to contest standards with the help of Contest Facilitators one day before the contest
		Store cameras and memory cards in a safe place
		Returns cameras and memory card to contestants before the start of the contest
		Checks attendance of actual contestants with the registered contestants
		Facilitates the accomplishment of the CRS of the contestants
		Reads contest guidelines and directions aloud before the start of the contest
		Receives the sealed contest topic except the one for Sports Writing from the assigned Contest Specialist before the start of the contest
		Proceeds to the contest room for the downloading and captioning phase of the contest
		Ensures that the conduct of the assigned contest follows the guidelines and
		Tears/cuts the CIS from the coded CAS/mail envelopes and seals them into two separate brown envelopes prior to submission to the Contest Specialist
		Take notes and marks a contestant with serious violation of contest guidelines and indicates details of such in the Event Report Sheet
		Accomplishes and submits a ERS describing briefly what transpired during the exhibition game



	<p>Online Publishing (Paulina Gabon, Florita Lee)</p>	Meets the assigned Contest Facilitators for their specific roles and assignments during the contest
	<p>Radio Script Writing & Broadcasting English (Rustum Geonzon, Cecelia Ason)</p>	Confirms the availability of the contest venue and ensures that it has the required facilities and equipment needed in the contest.
	<p>Radio Script Writing & Broadcasting - Filipino (Mariam Aranas, Irene Mangle)</p>	Checks laptops and other equipment for checking and collects them for safekeeping prior to the contest.
	<p>TV Script Writing & Broadcasting (Erwin Purcia, Lourdes Matan, Van Gaspang, Mylane Barquera)</p>	Returns the laptop and other equipment to the teams before the contest begins
		Receives the necessary contest equipment, paraphernalia, and materials from the Contest Administration Committee/Contest Specialist
		Ensures that the setup of the contest area is comfortable and not crowded for the contestants
		Checks the attendance of the actual participants based on the registered official participants
		Facilitates the accomplishment of the Contest Registration Sheet which also indicates the specific roles of the group
		Determines the link to which teams can upload/publish their outputs by drawing lots (Online Publishing)
		Supervises the drawing of lots buy the teams to determine the sequence of presentation (Radio and TV Boradcasting)
		Administers the contest according to schedule
		Collects the group answer sheets which bear the specific links to the group outputs or the printed newsletter and detaches the group identification stub before sealing the answer sheet and the stub into two separate brown folders (Online Publishing)
		Gives the sealed answer sheets with the output links or newsletters to the Judges (OP and CDP)
		Submits the sealed group identification stub to the Contest Supervisor (OP and CDP)
		Retrieves the complete results of the on-the-spot judging for Radio and TV Broadcasting and submits the same to the Contest Results Committee
		Retrieves the report from the Timer and forwards the same to the Contest Judges for the applicable deductions of points.
	Accomplishes the Contest Report Sheet to the Contest Supervisor	



DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

		<p>CONTEST FACILITATORS (82 pax)</p>	<p>Assists the contest proctor in the administration of the contest especially in the group category</p> <p>Accompanies a contestant to the rest room or clinic in case of emergency while the contest is in progress</p> <p>Ensures that the contest room/area is off limits to coaches and unauthorized personnel</p> <p>Supervises contestants in the holding area and guides them to the contest room or area</p> <p>Serves as watchers who will monitor that contestants in an outdoor activity remain in the designated area and follows contest procedure and instructions</p>
		<p>CONTEST JUDGES</p>	<p>Evaluates contest entries/performances using a prescribed or agreed score sheet</p> <p>Applies deductions of points for confirmed violations of guidelines or failure in time compliance</p> <p>Ranks the top five contest results in each contest category</p> <p>Identifies winners of special awards in the group contests</p> <p>Signs and seals the results in an envelope before it is forwarded to the Committee on Contest Results</p>
<p>COMMITTEE ON CONTEST TABULATION AND RESULTS</p>	<p>Harvie Villamor</p>	<p>CONTEST TABULATORS Ryan Tiu Sarah Cabaluna Mathematics and ICT Teachers and ICT Personnel from the Host Division</p>	<p>Prepares forms/ data base that will be used for the computation of overall rankings of the different divisions</p> <p>Receives the sealed contest results containing the ranked but coded contest answer sheets from the Contest Judges and the sealed contestant identification stubs from the assigned Contest Specialists</p> <p>Decodes the identity of the winners by matching the coded Contest Answer Sheets and Contestant Identification Stubs</p> <p>Records and reviews contest results for accuracy</p> <p>Tabulates and computes for the ranking of the divisions</p> <p>Turns over the results to the Chief Contest Manager for the announcement of winners</p> <p>Coordinates with the Awards Committee about the final results of the contests</p>



DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

COMMITTEE ON PROGRAM AND INVITATION	Gertrudes Mabutin Nicolas Baylan	Ernani Fernandez, Division Campus Journalism Supervisors	Prepares program for all the major activities (Opening, Welcome, and Awarding Ceremonies) in case they are conducted
			Prepares the slide or video presentation for the program
			Coordinates with the program presenters and performers
			Makes the script of the program
			Prints and distributes copies of the invitation program to DepEd officials and guests
			Prepare leis for the VIPs
			Identifies protocol officers assigned to a guest/VIP
			Takes care of the painting of tarpaulins and other posters or signages for guidance of participants and promotion of the event
			Writes official communication to judges, guests, and other invited officials
			Identifies hosts, ushers, and usherettes
COMMITTEE ON ATTENDANCE AND DOCUMENTATION	Amenia Aspa Jasmin Calzita	Finance Division Personnel of Host Division Romeo Alvarado Ronald Cabigon	Facilitates the accomplishments of the attendance sheets for the official participants, RTWG, judges, proctors facilitators, and other official participants
			Ensures that attendance sheets per division are accomplished daily and completely and collected at the end of the day.
			Takes notes of the minutes of meetings
			Coordinates with the local media as to announcements and publicity of the event
			Secures a copy of contest results, program, and other relevant information for safekeeping or archiving
			Prepares the certificate of appearance
			Takes photos or videos of important events
			Writes and submits the ACR
			Prepares the online evaluation
COMMITTEE ON AWARDS	Nova P. Jorge	RAESPA/RSSPAA and DAESPA/DSSPAA Officers	Prepares trophies, plaques, medals, and certificates based on the expected winners
			Prints names of winners and awardees based on the results of the contests
			Checks accuracy of names and other information on the trophies, plaques, and certificates
			Leads the announcement of winners and giving of special recognition
			Leads the distribution of trophies, medals, and certificates of recognition and participation during the ceremony

