



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

September 12, 2024

**REGIONAL MEMORANDUM**

No. **1089** s. 2024

**HOSTING OF THE NATIONAL CONFERENCE OF CASHIERS  
IN THE REGIONAL AND SCHOOLS DIVISION OFFICES  
AND SELECTED IMPLEMENTING UNITS**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Administrative Division, hereby announces that Region VIII shall be the host of this year's National Conference of Cashiers in the Regional and Schools Division Offices and Selected Implementing Units on November 11-14, 2024, at a venue to be announced later. This shall be participated in by Central Office Cashiers, Regional Cashiers, Division Office Cashiers, Selected Implementing Unit Cashiers and guests and speakers from attached agencies.

2. The Technical Working Groups (TWGs) are created with defined Terms of References on specific tasks to be accomplished as follows:

**Overall Chair:** Rosemarie M. Guino  
**Co-chair:** Elizabeth E. Caboboy  
Russel L. Resco

**Committees:**

**Food**

Chair: Laura Paglinawan  
Co-chair: Andrey Gay Calipayan  
Members:  
1. Sarah Lapidario  
2. Leo Dizon  
3. Erna Parina  
4. Randolph John Murry L. Catalla

**Secretariat**

Chair: Eva D. Rosales  
Co-chair: Chona Zabala  
Members:  
1. Milgrace Gaddi  
2. Albert Avila  
3. Ariel Craig Marteja

**Accommodation**

Chair: Josephine Tajarros  
Members:  
1. Lucia Aguila  
2. Elezabeth Cornito

**Leis, Ushers & Usherettes**

Chair: Wedlyn P. Abalorio  
Co-chair: Linaflor Tajo  
Members:  
1. Claudine Delicano  
2. Roland Gil Carasco  
3. Dolores Cagara



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph



**Program and Documentation**

Chair: Ariem Cinco  
Co-chair: Apple Reyes  
Members:  
1. Floramay Bacus  
2. Mikko Duero  
3. Joan Negradas

**Transportation**

Chair: Apple Reyes  
Co-chair: Evangeline Selloga  
Members:  
1. Jojo Senecio  
2. Kris Fabi  
3. Erwin Millar  
4. 13 SDO Drivers

**Procurement**

Chair: Franco Villamor  
Co-chair: May Ann Ladrera  
Member:  
1. Albert Avila

**Protocol Officers**

Chair: Elizabeth Caboboy  
Co-Chair: Eden A. Dadap  
Members:  
1. 13 SDO AO V or Representative  
2. 6 RO Admin Unit Heads

**Opening Program Presentation and Fellowship Night** (Theme: Masquerade)

Chair: Francisco Anchojas  
Co-chair: Alvin Tantuan  
Members:  
1. SDO Tacloban City Cash Section and selected IUs  
2. SDO Leyte Cash Section and selected IUs

**Medical and DRRM Team**

Chair: Angelica Rodriguez  
Co-Chair: Brent Andrada  
Members:  
SDO Tacloban City/  
Leyte Health Personnel

**TERMS OF REFERENCE**

**Food:**

- ✓ Check the dietary requirements of participants and inform the hotel personnel
- ✓ Manage timely provision of meals served and submit the same of the RO-AMS
- ✓ Check availability of drinking water, coffee, drinking wares

**Accommodation:**

- ✓ Manage room assignment of participants
- ✓ Oversee the change of linens and table covers and availability of rooms and comfort rooms amenities.

**Transportation:**

- ✓ Keep an updated detailed list of arrival and departure of participants
- ✓ Keep the log of vehicles and drivers
- ✓ Coordinate with the SDO in-charge to fetch the participants and guests from the airport to the venue and vice-versa
- ✓ Coordinate with the secretariat on the details of arrival and departure of participants and guests

**Secretariat:**

- ✓ Keep an updated List of Participants/ Guests and the details of their arrival and the departure and coordinate with the transportation and accommodation committee of changes thereof
- ✓ Check completeness of daily attendance sheets
- ✓ Distribute kits/supplies/materials/printed program of activities
- ✓ Prepare and distribute certificates of participation and appearance
- ✓ Prepare minutes of the discussions and Activity Documentation Report

**Logistics:**

- ✓ Check the availability of facilities in the conference hall (lights, sounds, LCDs/Projectors, microphones, extension cords, etc.)

**Program and Event Documentation:**

- ✓ Prepare the Program of Activities (Opening Program, Welcome Night/Socials and Closing Program)
- ✓ Oversee Daily Flow of Activities
- ✓ Prepare ice-breakers
- ✓ In charge of photography

**Protocol:**

- ✓ Develop and manage the protocol plan, including guest lists and seating arrangements.
- ✓ Prepare and review schedules for arrivals, departures, and any special activity of RO assigned guests.
- ✓ Liaise with RO assigned guests or their representatives to confirm attendance details and special requests.
- ✓ Address any protocol issues that arise and ensure that the event proceeds smoothly according to established guidelines.

**Procurement:**

- ✓ Oversee the acquisition of goods and services required for the event, ensuring that purchases are made efficiently, cost-effectively, and in alignment with the event's needs and budget.

**Ushers & Usherettes**

- ✓ Must become familiar with the venue layout and event schedule.
- ✓ Understand the seating arrangements and any special requirements for different types of guests.
- ✓ Greet guests upon arrival and provide assistance in finding their seats.
- ✓ Assist with crowd control, manage the flow of attendees, and help maintain order.

**Medical:**

- ✓ Ensure the health and safety of all event participants by providing medical support and emergency care.
- ✓ Ensure the availability of first aid kits and medical supplies.
- ✓ Provide on-site medical assistance and first aid as needed.

3. To facilitate orderly arrival and departure of guests and participants, this Office likewise practices the “Adopt-a-Region” scheme where the arrival and departure of all participants coming from one region shall be attended to by a specific SDO utilizing the SDO vehicle. Their Administrative Officer V and Cashier shall likewise serve as protocol officers assigned in the corresponding region to wit:

Region	SDO In-Charge
1- ILOCOS REGION	Baybay City
2- CAGAYAN VALLEY	Borongan City
3- CENTRAL LUZON	Biliran
4A- CALABARZON	Catbalogan City
4B- MIMAROPA	Calbayog City
5- BICOL	Eastern Samar
6- WESTERN VISAYAS	Leyte
7- CENTRAL VISAYAS	Leyte
9- ZAMBOANGA PENINSULA	Maasin City
10- CAGAYAN DE ORO	Northern Samar
11- DAVAO	Ormoc City
12- SOCSARGEN	Samar
13- CAGAYAN DE ORO	Southern Leyte
NCR	Tacloban City
CAR	RO
CO	RO

4. The TWG, SDO Vehicles, SDO Drivers, RO Drivers on vehicles to be used during the event are expected to be at the RO on November 10, 2024 for the final briefing. They shall be provided with meals and accommodation from November 10, 2024, First Meal- Lunch (Check-in) to November 14, 2024, Last meal – Lunch (check-out) charged against the downloaded funds from CO. The travelling expenses of the SDO & IU TWG, SDO Drivers and the delicacies to be served during the Fellowship Night shall be charged against the SDO MOOE, subject to the usual accounting and auditing rules and regulations.

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

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

Enclosures: None

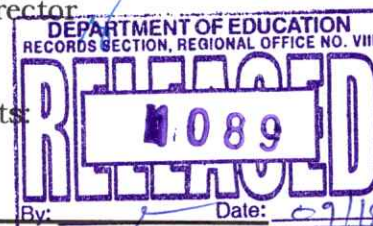
References: None

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

CASHIER

CONFERENCE

CLMD-RLR



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