



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE II, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



09 March 2022

Regional Memorandum

ADDENDUM TO REGIONAL MEMORANDUM NO. 36, S. 2022

To: **Schools Division Superintendent**

1. Relative to Regional Memorandum No. 36, s. 2022 Re: the conduct of **R4A CALABARZON 2022 Regional Schools Press Conference**, this Office thru the Curriculum and Learning Management Division (CLMD) announces the billeting of the Regional Technical Working Group (RTWG) at **M.I. Sevilla Resort, Lucena City** while the Command Center will be placed at **Quezon National High School** on **March 14 – 18, 2022**.
2. This is to reiterate the **Terms of References on the Roles and Functions in the Conduct of the R4A CALABARZON 2022 Regional Schools Press Conference** in Enclosure 1 as well as the **Official List of the Regional Technical Working Group** in Enclosure 2.
3. Regional Technical Working Group shall arrive at the venue on **March 14, 2022**, while, IT Expert Group shall be at the venue in the afternoon of **March 15, 2022**. In addition, Multimedia Group shall be at the Command Center on **March 14-18, 2022**. They shall bring devices and gadgets they will need in the performance of their functions.
4. Expenses of the participants relative to the conduct of this activity may be charged against division MOOE or Local funds subject to the usual accounting and auditing procedure.
5. Other information on RM No. 36, s. 2022 and RM No. 58, s. 2022 shall remain in effect.
6. For questions and clarifications, please get in touch with **JOB S. ZAPE, Jr.**, CLMD Chief and **EUGENE RAY F. SANTOS**, Education Program Supervisor and Focal Person of KRA 4 and **MARVELINO M. NIEM**, Education Program Supervisor at (02) 647-7487 loc. 420.
7. Immediate and widest dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

Enclosure 1: **Terms of References on the Roles and Functions in the Conduct of the R4A CALABARZON 2022 Regional Schools Press Conference**

a. The Education Program Supervisors (in Special Program in Journalism)

- prepare and submit Enclosure 2 which contains the delegation of the schools division
- ensure accuracy of details and information of documents
- coordinate, orient, and brief participants (parents, CJ, SPA, school heads) about the details of the conference
- secure that participants will be provided with the assistance they will need, especially in terms of gadgets and equipment to be used in the activity
- attend coordination/consultative meeting related to the activity
- disseminate accurate and up to date information about the conference

b. The Host Cluster (SDO Quezon, SDO Tayabas City and SDO Lucena City)

- Prepare the command center with enough number of computers and devices with strong stable internet connection
- Refer IT personnel expert in video editing and rendering and SPAs who will serve as technical support group, anchors and field reporters.
- Join the Regional TWG in the entire preparation and conduct of the activity

c. The School Heads and The School Paper Advisers

- provide support to the participating CJ
- communicate and explain accurate and up to date information about the conference to the CJ and parents/guardians
- provide CJ with documentary requirements (ID, Enrolment Certificate, Parents' Consent)
- relay accurate and up to date information about the conference
- assist learners in the entire participation in the activity

d. The Campus Journalists

- attend the activities with punctuality
- keep the important documents intact
- follow the rules and regulations of the conference religiously
- accomplish the tasks with honesty

e. The Technical Working Group and The Facilitators / IT Experts Group

- attend meetings relative to the activity
- lead the execution of the activity especially in the assigned events by the EPS in SPJ
- document the conduct of the activity in the assigned events
- assist the resource speakers/judges in the events assigned
- join the team in the conduct of debriefing sessions
- perform other task as assigned by the Chief and/or EPS in SPJ
- Perform other tasks that may be assigned

f. The Secretariat

- prepare the completion report
- request preparation of contract and supplies
- prepare the room listing
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed to be accomplished daily.
- prepare the documents needed for liquidation.

- prepare and print certificates of recognition, participation, and appearance
- submit the needed requirements to respective functional divisions after the conduct of the activity.

g. Official Masters of the Ceremonies

- Lead the virtual ceremonies of the activity
- Prepare scripts for the program flow subject for approval of the Focal Person and Chief of the CLMD
- Attend coordination meetings
- Perform other tasks that may be assigned

h. Multimedia Group

- Manage the multimedia production team
- Prepare story lines and scripts for the advertisements and news breaks
- Attend shooting, editing, and rendering of videos
- Perform other tasks that may be assigned

i. The Resource Speakers

- prepare a presentation for the lecture-session
- draw on expertise to fairly and reasonably assess the team's efforts in the various components of the competition
- evaluate objectively the official entries adhering to the set criteria/scoring rubric
- select the top fifteen (15) best entries/outputs
- observe fair and unbiased scoring of entries
- keep confidentiality of the details of his/her ratings
- avoid communication about the activity in any means possible with any of the participants (CJ/SPA), parents/guardians, SDO personnel;
- accomplish the judging sheets
- turn-over the needed documents on the identified/agreed date of compliance

Enclosure 2: **R4A CALABARZON 2022 Regional Schools Press Conference Official List of the Regional Technical Working Group**

Consultants: Francis Cesar B. Bringas, Regional Director
Cherrylou D. Repia, OIC-Assistant Regional Director

Overall Chairperson: Job S. Zape Jr., CLMD Chief Education Supervisor
Vice Chairperson: Eugene Ray F. Santos, Education Program Supervisor

Members:

Elaine T. Balaogan, Education Program Supervisor
Virgilio O. Guevarra, Jr., Education Program Supervisor
Marvelino M. Niem, Education Program Supervisor
Emelia P. Crescini, Education Program Supervisor
Dianne Kate Teves-Antonio, Education Program Supervisor
Philips T. Monterola, Regional Coordinator
Gelsie S. Garrido, Regional Coordinator

Secretariat:

Fe M. Ong-ongowan, Librarian
Lhovie A. Cauilan, Teaching Aids Specialist

Regional Technical Support Group:

Name	School
1. Jennifer H. Caño	San Mateo Senior High School
2. Bernadette R. Bulawan	Vicente Madrigal Integrated High School
3. Hazel Angelyn E. Tesoro	Baras Senior High School
4. Kimberly L. Ecleo	BarasPinugay Elementary School (Annex)
5. Angelina P. Lumbre	San Mateo Senior High School
6. Garry S. Villaverde	Froilan E. Lopez Elementary School
7. Gideon Louis T. Trañas	Lopez Comprehensive Integrated High School

IT Experts Group:

8. Zyra Catherine Morales	Isabang Elementary School
9. Ludilyn Alvasan	Cotta National High School
10. Christine Joy Rosales	M. Crossing Elementary School
11. Marilyn Tomelden	SilangangMayao Elementary School
12. Miraken Tenorio	West 4 Elementary School
13. Lara Jane Berredo	West 3 Elementary School
14. Marcel Cabral	Ibabanglyam Elementary School
15. Odessah Pabellano	Isabang
16. Marinela De Mesa	West 2 Elementary School
17. Joseph Dhel M. Raquel	Domoit Elementary School
18. John Michael Itable	Lucena Dalahican National High School

Multimedia Group (News Anchors/ Reporters)

19. Sigrid F. Tibordo	Luis Palad Integrated High School
20. Alfredo G. Naynes	Luis Palad Integrated High School
21. Nerissa G. Pasatiempo	Rosario Quesada Integrated National High School
22. Jojo J. Oabel	Luis Palad Integrated High School

Multimedia Group (Video Editors)

23. Jojo J. Oabel	Luis Palad Integrated High School
24. Marlon P. Villa	Luis Palad Integrated High School
25. John Maeco P. Bautista	Luis Palad Integrated High School
26. Reymann Kristian F. Zubieta	Luis Palad Integrated High School

Official Masters of the Ceremonies

27. Dominic P. Almirez	Dr. Maria Pastrana National High School
28. Rubyrose C. Baldovino	Quezon National High School