

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



28 June 2022

Regional Memorandum

**CREATION OF TECHNICAL WORKING GROUP AS HOST OF
JOINT FAREWELL AND WELCOME CEREMONY OF THE
OUTGOING AND INCOMING SECRETARIES OF THE
DEPARTMENT OF EDUCATION**

To **Schools Division Superintendents**
Regional Office Functional Division Chiefs
Regional Office Unit Heads
All Others Concerned

1. In compliance with Department of Education Office Order OO-OUF-2022-0004 on the creation of the Steering Committee for the Joint Farewell and Welcome Ceremony with the Incoming Secretary of the Department of Education, this Office spearheads the creation of the Technical Working Committee.
2. Below are the members of the Steering and Technical Working Committee:

COMMITTEE AND NAME	TERMS OF REFERENCE
STEERING COMMITTEE Chairman: Francis Cesar B. Bringas Vice-Chair: Cherrylou D. Repia Members: Susan DL. Oribiana Marites L. Gloria Viernalyn M. Nama	
PROGRAM MANAGEMENT COMMITTEE Ariel M. Azuelo Jayson O. Antazo Israel M. Anzaldo Miriam T. Erasga	<ul style="list-style-type: none">• Create a program plan• Contact performers• Create/Access all needed media and props• Coordinate with Invitation and Program Committee in the CO• Create a performance schedule/ technical script• Work with the steering committee head



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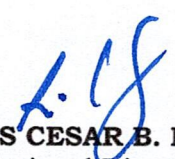
	<ul style="list-style-type: none"> • Identify and communicate all technical needs • Be stage hands and stage managers
PROGRAM TECHNICAL COMMITTEE Rey M. Valenzuela Mark Anthony Espiritu Ken Wilson C. Abonita Mark John B. Diocado Leandro Angelo E. Penales	<ul style="list-style-type: none"> • Create AVP for each part of the program and the event • Create musical scoring for the event • Coordinate with program management committee and Central Office counterparts for synchronized technical requirements of the program • Conduct technical dry run two days before the event with Program Management Committee • Communicate all identify needs to Logistics Committee • Conduct technical dry run with Program Technical Committee two days before the event • Conduct technical dry run with Program Technical Committee two days before the event
STAGE DESIGN AND PHYSICAL ARRANGEMENT Shiela B. Peñano Fritz Leonard C. Tisang Jose Roy C. Julian Riza T. De Guzman Zorren S. Atienza Jeanaline A. Ajel Jhenie O. Darang Christian Luis S. Baldemor Cesar Y. Siocon Celso E. Hernandez John Paul N. Devilles Ismael D. Santoyo, Jr. Res E. Espatero Richard E. Santos Solomon King Martinez	<ul style="list-style-type: none"> • Create a Decorating and Physical Arrangement Plan • Identify needed supplies and communicate to Logistics Committee • Make or create decorations • Set up and decorate the venue • Clean-up after event • Secure reusable decorations
LOGISTICS COMMITTEE Marites L. Gloria Atty. Filipino F. Mendoza Laarni A. Evaristo Gian Carlo G. Ventura Jocelyn M. Martin Meliza G. Liporada Fernando Dela Cruz Solomon King Martinez	<ul style="list-style-type: none"> • Ensure that all supplies equipment needed on the day of the event is secured and to be delivered on time which include — this includes the sound system, tables, and chairs.
RECEPTION COMMITTEE Luz E. Osmena Viernalyn M. Nama Michael Girard R. Alba	<ul style="list-style-type: none"> • Ensure that all are given warm welcome and reception • Coordinate with the physical arrangement committee on

Eduarda M. Zapanta Elino S. Garcia	the seating arrangement of the attendees
GLAM Justine Kyrille H. Capistrano Danna Marie E. Alba Joy C. Parado	<ul style="list-style-type: none"> • Perform glam up tasks for the honorees and other guests

PROTOCOL OFFICERS

Region V	-	SDS Raymundo M. Cantonjos, SDO Dasmaringas City
Region VI	-	SDS Merthel M. Evardome, SDO Batangas Province
Region VII	-	SDS Edna F. Agustin, SDO Biñan City
Region VIII	-	SDS Rommel C. Bautista, SDO Cavite
Region IX	-	SDS Editha M. Atendido, SDO Bacoar City
Region X	-	SDS Manuela S. Tolentino, SDO Sta. Rosa City
Region XI	-	SDS Susan D. Oribiana, SDO Rizal
Region XII	-	SDS Rosemaria D. Torres, SDO Imus City
Region XIII	-	SDS Marites A. Ibañez, SDO Laguna

3. The Technical Working Committees are enjoined to perform duties during the setting up and technical dry-run prior to the said event.
4. The Rondalla of the Regional Lead School for the Arts in Angono, SDO Rizal is also requested to perform during the ceremony. SDO Rizal is requested to facilitate the transportation arrangement of the Rondalla for the technical dry-run and actual ceremony.
5. All identified personnel who will perform their duties during the setting-up and technical dry-run will be given a one day Compensatory Time Out (CTO) while the teachers will be given a one-day Service Credit.
6. All expenses incurred for this activity shall be charged to the local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

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