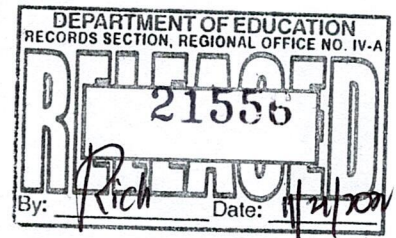




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



14 November 2022

Regional Memorandum
No.755 s.2022

**CY 2022 STAKEHOLDERS APPRECIATION AND EDUCATION
SUMMIT**

To **Schools Division Superintendents**

1. The Regional Office through the Education Support Services Division will conduct the CY 2022 Stakeholders Summit and appreciation Program on December 9, 2022, from 9:00-AM to 3:00 PM, venue to be announced on a separate advisory.
2. The activity aims to:
 - a. Present CALABARZON Learning Recovery Plan for a synergized effort of all basic education stakeholders; and
 - b. Recognize the unceasing support of stakeholders of Region IV-A CALABARZON through an affirmation activity.
3. Attached is the Program of activities and List of Participants. All attendees are requested to register at [bit.ly/2022 SAS](https://bit.ly/2022_SAS).
4. All Schools Division Offices are requested to recommend one sustained partner for each category to be submitted on or before November 20, 2022, thru bit.ly/SDOPARTNERS as follows:
 - a. One (1) LGU or Government Agency
 - b. One (1) Non- Government Organization
 - c. One (1) Private company/Business companies
 - d. One (1) Private Individual Partner
5. Literacy Awards for CY 2022 will also be conducted in this event in collaboration with the Curriculum and Learning Management Division.
6. To facilitate the smooth flow of the event, there will be a virtual meeting of Chairpersons of the different committees and SDO Chiefs for a brief orientation and awarding concerns on November 24, 2022, the link will be provided prior to the scheduled date.


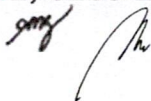


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ESSD-RM-2022-755

7. Members of the Technical Working Committee are directed to be at the venue on December 8, 2022, at 8:00 AM for the preliminary activities and preparations.
8. Recommended attire for this activity is **Smart Casual**.
9. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
10. For further information, please contact Bernardo C. Pascual at 09273084746 or Neil E. Evangelista at 09472998999 or through email at essd.calabarzon@deped.gov.ph
11. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

essd/bcp

Enclosure A: **LIST OF PARTICIPANTS****CY 2022 STAKEHOLDERS AND EDUCATION SUMMIT**

ALLOCATION	PARTICIPANTS
23	Schools Division Superintendents
23 23	SGOD Chiefs Division Partnership Focal Person
23	PTA Federated President (1 per division)
23	LGU Representatives
92	Division Partners and Stakeholders identified and recommended by SDOs to be recognized. <ul style="list-style-type: none"> - One (1) LGU or Government Agency - One (1) Non- Government Organization - One (1) Private Companies/Business - One (1) Private Individual Partner
15	Regional Office Partner-Stakeholders
20	Technical Working Committee and Drivers

TOTAL: 242Enclosure B: **INDICATIVE PROGRAM**

TIME	ACTIVITY	Person/Team
9:00- 10:00AM 10:00 AM	PART 1 – SUMMIT -Registration of Participants -PRELIMINARIES -National Anthem -Registration -Welcome Remarks -Inspirational Message -Presentation of Regional Priority Programs and Projects anchored on Basic Education Development Plan.	Technical Working Committee (TWG) CHERRYLOU D. REPIA Assistant Regional Director ATTY. ALBERTO T. ESCOBARTE, CESO II Regional Director ATTY. ALBERTO T. ESCOBARTE, CESO II Regional Director
12:00 Noon	LUNCH	TWG

1:00 PM	PART 2- APPRECIATION PROGRAM <ul style="list-style-type: none"> ▪ Regional Partners and Stakeholders ▪ Division Partners and Stakeholders 	
3:00 PM	Closing Message	EDUARDA M. ZAPANTA Chief, ESSD

EXECUTIVE COMMITTEE:

Executive Committee Chairperson	Atty. Alberto T. Escobarte, CESO II	Regional Director
Executive Committee Co- Chairperson	Cherrylou D. Repia	Assistant Regional Director
Program Chairpersons	Eduarda M. Zapanta Bernardo C. Pascual	
Members	Elin Garcia Luz E. Osmeña Viernalyn M. Nama Michael Girard Alba Maritess L. Gloria Ann Geralyn T. Pelias	OIC- Chief, QAD Chief, HRDD Chief, PPRD Chief, FTAD Chief, Finance Chief, Admin

TECHNICAL WORKING COMMITTEES AND THEIR TERMS OF REFERENCE:

Venue, Stage Decoration and Physical Arrangement	
Chair	Eduarda M. Zapanta
Co-Chair	Bernardo C. Pascual
Members	Mattwill James Abalos Wilbert C. Ulpindo Edilberto A. Damiles Gian Carlo Ventura Jocelyn Martin

Terms of reference:

- Facilitate the preparation of the venue, stage, and other decorations
- Check that the lighting, sound and audio visual are in good working condition
- Work with the SDO personnel counterpart in setting the stage decorations, tables, and chairs.
- Coordinate with health marshal team and program flow for the seating arrangement of participants, guests and other attendees

Food and refreshments	
Chair	Annaliza T. Araojo
Members	Marivic P. Pedrialva

Terms of reference:

- Coordinate with the event provider on the number of attendees including the menu
- Coordinate with HRDD on how to secure meal attendance
- Manage the distribution of food and/or arrange for a buffet setting
- Prepare meal attendance and have all attendees sign it
- Ensure that all attendees are served

Registration and Reception (Ushers and Usherettes)	
Chair	Neil E. Evangelista
Co-chair	Eunice C. Valencia
Members	Selected SOCMOB Team

Terms of reference:

- Create an online registration form for the attendees
- Ensure a final copy of the list of registered participants
- Put up a registration desk for the pre-registered participants to sign
- Ensure that all are given a warm welcome and reception
- Coordinate with the physical arrangement committee on the seating arrangement of the attendees

Committee on Program and Invitation	
Chair	Bernardo C. Pascual
Co-Chair	Eduarda M. Zapanta
Member	Emil O. Reambillo

	Selected SOCMOB Team
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Terms of reference:

- Coordinate with the program focal on the content and layout of the program
- Prepare, send out letter of invitation and follow-up with confirmation of invited guests
- provide the participants and guests a copy of the program through the registration committee
- Gather AVP from selected guests and forward to AVP Committee

Health Marshal	
Chair	Dr. Pearl Oliveth S. Intia
Member	Paola Mari SJ. Gaglac Plus 2 Nurses from D.O.

Terms of reference:

- Brief the attendees on the needed health documents to be filled out prior to their attendance at the summit
- Orient the attendees on the protocols and guidelines to follow while at the venue
- Ensure that all attendees follow physical distancing and other health protocols while the activity is going on.

Committee on Media and Documentation	
Chair	Ariel M. Azuelo
Member	PAU

Terms of reference:

- Promote the event through various media
- Provide write-ups, documents, and picture of the entire event

Audio-visual presentation	
Chair	Rey M. Valenzuela
Member	ICT Unit

Terms of reference:

- Prepare and gather all logistical visual presentations for the event
- Coordinate with the program committee for transitions and blocking
- Coordinate with the emcee and the program director on the flow of the program

Committee on Program Flow	
Chair	Wilbert C. Ulpindo
Members	Edilberto A. Damiles, Jr.

Terms of reference:

- Check the technical script with the flow of the program
- Ensure that the emcee has a copy of the CV/Bio-note of the Regional Director
- Ensure that activities are strictly followed based on the program and script of the emcee

Committee on Evaluation	
Chair	Elino S. Garcia
Members	Pacita Lungcay Elena L. Lopez

Terms of reference:

- Prepare an online evaluation link for the event
- Disseminate the link to the participants
- Consolidate the responses and provide the ESSD with a copy of the evaluation, five working days after the event

Committee on Awards / Certificates Plaques	
Chair	Emil Reambillo Neil Evangelista
Members	Eunice C. Valencia Marivic P. Pedrialva Mattwill James Abalos

Terms of reference:

- Coordinate the number of plaques/ certificates for the awardees
- Identify the list of awardees for the event.
- Ensure the timely and orderly distribution of plaques/ certificates during the event.