



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

10 July 2023

Regional Memorandum

No.406 s.2023

**SUBMISSION OF NAMES OF SDO COORDINATOR TO THE
2023 NATIONAL ASSEMBLY OF EDUCATION LEADERS**

To **Regional Functional Division Chiefs
All Schools Division Superintendents**

1. With reference to DepEd Memorandum DM-OUHROD-2023-0867 titled 2023 National Assembly of Education Leaders (NAEL) regarding the participation of the Region to the national assembly, this Office requests each Schools Division Office to identify their SDO coordinator, who will be one of the attendees for the said event, on or before July 17, 2023.
2. Names of the identified coordinator should be emailed to hrd.calabarzon@deped.gov.ph, attention Nadina Gatton, using the following format: Name of SDO Coordinator; SDO; mobile number, email address.
3. To ensure the systematic coordination of communication and other relevant information regarding the activity, the identified coordinators are advised to refer to the attached enclosure for the Terms of Reference.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH3/H1



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Certificate No. PHP QMS
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Enclosure No. 1

SDO Coordinator's Terms of Reference

- Serve as the main point of contact for all communication related to the activity, both SDO and RO.
- Ensure timely and accurate submission of participant information to the Regional Coordinator, following the agreed-upon timeline.
- Communicate important updates, instructions, and deadlines to SDO participants in a timely and clear manner.
- Collect accurate and up-to-date information from schools division regarding their attendees for the National Assembly.
- Monitor the payment status and follow up on any outstanding payments to ensure timely settlement.
- Provide necessary documentation and information to expedite the payment process, such as participant lists, invoice details, and payment instructions.
- Ensure the smooth operation of registration processes, including the collection of participant information and distribution of relevant convention materials.