

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



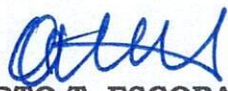
12 July 2023

Unnumbered Memorandum

8TH CALABARZON GAWAD PATNUGOT WORKING COMMITTEES

To **Regional PRAISE Committee**
RO Officials and Employees
Schools Division Superintendent of Lipa City

1. In view of the forthcoming 8th CALABARZON Gawad Patnugot Awarding Ceremonies on August 8, 2023, at 9:00 in Lipa City, all Regional Office and SDO Lipa City Personnel included in the working committees are enjoined to refer to their designated tasks as enumerated in the terms of reference in Enclosure 1.
2. To facilitate the smooth and organized conduct of the awarding ceremonies, all Gawad Patnugot Working Committee Leads and their SDO counterparts are requested to attend the virtual meeting on July 17, 2023, at 10:00 a.m. via MS Teams.
3. Immediate 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
22 93 0085

Enclosure 1

List of 8th CALABARZON Gawad Patnugot and their Terms of Reference

8th CALABARZON GAWAD PATNUGOT WORKING COMMITTEES

Overall Chair:	Atty. Alberto T. Escobarte, CESO II	Regional Director
Vice-Chair:	Loida N. Nidea	PRAISE Chair/OIC-Assistant Regional Director
Members	Felizardo O. Bolaños	SDS- SDO Lipa City
	Catherine V. Maranan	OIC ASDS- SDO Lipa City
	Eduarda M. Zapanta	RO PRAISE Committee Co-chair
	Marites L. Gloria	PRAISE Member
	Luz E. Osmena	PRAISE Member
	Maria Susana B. Oliveros	PRAISE Member
	Ariel M. Azuelo	PRAISE Member, 2 nd level representative
	Donna Gel V. Rumbaoa	PRAISE Member, 1 st level representative

Venue, Stage Decoration and Physical Arrangement Committee

Chair- RO SDO Lipa City	Michael Girard R. Alba
	Leah Marie Monica K. Lumbres
Co-chair - RO SDO Lipa City	Engr. Jamaica Rose G. Rolloque
	Randy Palestina
Members	
ESSD	Engr. James Mattwill Abalos
	Engr. Edilberto A. Damiles, Jr.
	Wilbert C. Ulpindo
SDO Lipa City	Fred Capistrano
	Rommel Samonte
	Gerald Tumaming
	Jeffrey Dalen
	Disederio Mayol
	Marco De La Peña
	Florentino Guevarra
	Ronnel Bolina
	Randy Diaz
	Christian Aycardo
	Julius Espinosa
	Annabel Dimaano
	Yolanda Recede
	Reena Castillo
	Joy Sarmiento
	Marvi Sosa
	Leonard Dimaano

Terms of Reference: Venue, Stage Decoration and Physical Arrangement Committee

- Chair to coordinate with SDO Lipa City for the venue and other equipment needed.
- Responsible for designing and implementing the stage decorations and overall aesthetic of the venue.
- Check that the lighting, sound system and audio visual are in good working condition.
- Work with the SDO working committee counterpart in setting the stage decorations, tables, chairs, and seating arrangements.
- Coordinate with the Health Marshalls team and Program Committee for the seating arrangement of finalists, guests, and other attendees.

Food and Refreshments Committee		
Chair- RO SDO Lipa City	Meliza G. Liporada	
	Elvie Malaluan	
Co-chair - RO SDO Lipa City	Angelina R. Mendiola	
	Marissa Manguiat	
Members		
ASD	Maria Rojane C. Miranda	
	Jocelyn M. Martin	
SDO Lipa City	Dinah Olave	
	Rosalinda Cabasal	
	Hazel Dimayuga	
	Roxann Malaluan	
	Ma. Cristina D. Mañibo	
	Glaiza M. Bruit	
	Me-Anne R. Vergara	
	Irna E. Atienza	
	Teresita Brucal	

Terms of reference:

- Chair to coordinate with SDO on the number of attendees including the menu.
- Manage the distribution of food and/or arrange for a buffet setting.
- Prepare meal attendance and have all the attendees sign it and forward it to the HRDD.
- Ensure that all attendees are served.

Registration Committee		
Chair- RO SDO Lipa City	Elino S. Garcia	
	Rosalina Briones	
Co-chair - RO SDO Lipa City	Mark Anthony R. Malonzo	
	Remelyn De Galicia	
	Glenda A. Sambayan	
Members		
Regional Office	Allan D. Tipan	
	Adrian A. Bullo	
	23 SDO HRD SEPS/EPS II	
SDO Lipa City	Noreen Difuntorum	
	Gellen Katigbak	
	Beindaliza Recon	
	Rey Uriel Domalaon	

Terms of Reference:

- Create online registration form for the attendees and share the link with the SDO chair.
- Chair to collaborate and coordinate with the SDO chair on the list of registered attendees.
- 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.
- Hand over the signed copy of registration to SDO Lipa City and HRDD.

Reception Committee (Ushers and Usherettes)		
Chair-	RO	Viernalyn M. Nama
	SDO Lipa City	Ellen Almarez
Co-chair - RO		Donna L. Lago
	SDO Lipa City	Joie Bautista
Members		Emelia Crescini
SDO Lipa City		Elaine T. Balaogan
		Normita Datinggaling
		Virgilio O. Guevarra, Jr.
		Eugene Ray F. Santos
		Evelyn Flores
		Danielle Ann Patricia Bleza
		Cindy Villano
		Reena Ericka Levida
		Arlene Saldua
		Jenelyn Suarez
		Darwin Cedie Cuenca
		Paul Eric Arellano
		Leandro Tilbe
		Kristal Ann Panaligan
		Jessica Capistrano
		Clarise Raz
		Remy Lawa
		Liza Jumamoy
		Khaycee Vargas
		Theresa Mae Fiana
		Katherine Mendez

Terms of Reference:

- Coordinate with the PRAISE Committee to gather necessary information regarding the event flow, seating arrangements, and any special requirements.
- Ensure the reception area is properly set up with adequate signage.
- Set up and organize the reception area, ensuring it is staffed with friendly committee members.
- Greet attendees upon their arrival, provide clear directions to various event areas, and answer any inquiries they may have.
- Coordinate with the Registration Committee to ensure a smooth transition for attendee after they have completed the registration process
- Guide participants and guests to their designated seating areas, offering any necessary assistance.

Program Committee		
Chair-	RO	Jisela N. Ulpina
	SDO Lipa City	Joseph Christian Tapire
Co-chair - RO		Jonalyn B. Pattalitan
	SDO Lipa City	Elisa L. Surwela
Members		
Regional Office		Jona M. Malonzo
		Liezel M. Selda
		Eugenio S. Adrao
SDO Lipa City		Johnel A. Aguilera
		Maria Lourdes S. Tolentino
		Resty L. Katigbak
		Jenny Lyn F. Oraye
		Ismhael C. Nero
		Mark Jolan Coronel
		Jovan L. Lumbera
		Angelica M. Sarmiento
		Mhavie Joseth E. Recafort
		Armando S. Mendoza
		Patrick DC. Africa
		Adriel Clint M. Villaster
		Domique Lilian M. Espiritu
		Mark Anthony T. De Mesa
		Alvin Jose G. Basilan
		Lirio P. Libera
		Raymond Joseph S. Makalintal
		Ruel Lozano
		Eden G. Gutierrez

Terms of Reference:

- Collaborate with the PRAISE Committee to determine the overall theme, objectives, and key messages of the awards ceremony.
- Develop a detailed program plan outlining the sequence of events, timing, and duration of each segment.
- Identify and secure presenters, speakers, and performers for the various parts of the program.
- Coordinate with the Audio-Visual (AV) Committee to ensure technical requirements, including sound, lighting, and visual effects.
- Conduct rehearsals with presenters, speakers, and performers to ensure a smooth delivery of their segments.
- Coordinate with the Stage Management Committee to ensure a seamless transition between different segments and stage setups.
- Oversee the timing of the program to ensure it adheres to the scheduled timeline.
- Provide cue sheets or scripts to presenters, speakers, and performers, outlining their roles and responsibilities.
- Coordinate with the AV Committee to ensure proper execution of multimedia presentations, videos, and other visual elements.

Invitation Committee		
Chair-	RO	Ann Geralyn T. Pelias
	SDO Lipa City	Mary Zugar Gutierrez
Co-chair - RO		Nadina G. Gaton
	SDO Lipa City	Melba Endozo
Members		
Regional Office		Babeth C. Cruz
		Maria Susana B. Oliveros
SDO Lipa City		Aurora Lina
		Nora Villavicencio

Terms of Reference:

- Collaborate with the PRAISE Committee to determine the target audience and desired guest list for the awards ceremony.
- Send out invitations to the identified guest list in a timely manner, adhering to the designated timeline.
- Follow up with invitees who have not responded to the initial invitation to encourage timely RSVPs.
- Provide regular updates to the PRAISE Committee regarding the number of confirmed attendees and changes to the guest list.
- Provide the finalists, SDSs, and guests a copy of the program through the Registration Committee

Health Marshall		
Chair-	RO	Dr. Pearl Oliveth S. Intia
	SDO Lipa City	Dr. Perla Vicenta De Castro
Co-chair - RO		Job S. Zape, Jr.
	SDO Lipa City	Dr. Santos Pagcaliwangan
Members		
Regional Office		Dr. Annaliza T. Araojo
		Andrea Mabel E. Abrencillo
SDO Lipa City		Dr. Corazon Malaluan
		Catherine Alcain
		Mary Cris Camara
		Anamarie Limbo
		Christine Polvorosa
		Marian Culata
		Christian Malaluan
		Grace Camaganacan

Terms of Reference

- Brief the attendees on the needed health documents to be filled out prior to their attendance at the awarding ceremonies.
- Orient the attendees on the protocols and guidelines to follow while at the venue.
- Ensure compliance with health and safety protocols, including mask usage, physical distancing, and hand hygiene, by all attendees.
- Coordinate with medical personnel or first aid responders to address any medical emergencies or health-related incidents that may occur.
- Coordinate with working committee counterparts in securing necessary medical supplies, including first aid kits, sanitizers, masks, and temperature screening equipment.
- Ensure that all attendees follow physical distancing and other health protocols while the activity is going on.

Souvenir Program Committee		
Chair-	RO	Bryan A. Pobe
	SDO Lipa City	Fernando Enriquez
Co-chair -	RO	Lito A. Palomar
	SDO Lipa City	Liezal Villanueva
Members		
SDO Lipa City		Mercedes Jumarang
		Celeste A. Cortez
		Ariel Abel
		Leo Atienza
		Raymund Joseph Makalintal
		Billy Rei Pagba
		Alexander Simagala
		Ryan Katigbak
		Joel James Cubillas

Terms of Reference:

- Collaborate with the PRAISE Committee to determine the content, structure, and theme of the souvenir program.
- Compile information about the awards ceremony, including background information, event agenda, list of awardees, profiles of key participants, and messages from distinguished guests.
- Gather high-quality photographs, graphics, and relevant visual elements to enhance the visual appeal of the program.
- Write, edit, and proofread the content to ensure accuracy, consistency, and adherence to the event's branding guidelines.
- Select appropriate fonts, color schemes, and design elements that align with the event's theme and branding.
- Obtain necessary approvals from the PRAISE Committee before finalizing the design and layout
- Submit the final e-magazine to the ICT Unit for uploading in the website section under the Rewards and Recognition tab.

Media and Documentation Committee		
Chair-	RO	Ariel M. Azuelo
	SDO Lipa City	Liezal Villanueva
Co-chair -	RO	Ma. Joan Paula D. Dino
	SDO Lipa City	Mercedes Jumarang
Members		
Regional Office		ORD Units
SDO Lipa City		Magnolia Mission
		Kenneth Abante
		Francis Darril Albo
		Leo Atienza

Terms of Reference:

- Invite media and promote the event through various social platforms.
- Provide write-ups, documents, and pictures of the entire proceedings of the event to the Regional PRAISE Committee and to the Souvenir Program Committee.
- Create an archive of media coverage and documentation for future reference and promotional purposes.

Audio-visual and Technical Committee		
Chair-	RO	Melvin DR. Punzalan
	SDO Lipa City	Jun Patrick Balita
Co-chair -	RO	Joseph C. Damian
	SDO Lipa City	Angelo Enrico
Members		
Regional Office		Ephraim L. Gibas
SDO Lipa City		Gerardo Mosca
		Rommel Samonte
		Jeffrey Dalen

Terms of Reference:

- Create visually appealing presentations and graphics for the ceremony.
- Coordinate with the Regional PRAISE Committee and Program Committee on the side decks to be used during the awarding.
- Provide technical support for digital displays, live streaming, and multimedia integration.
- Coordinate with performers, presenters, and award recipients to understand their audiovisual requirements.
- Conduct technical rehearsals to ensure smooth coordination between audio, visuals, lighting, and stage movements.
- Produce musical scoring as background during the awarding ceremony.
- Ensure proper synchronization between audiovisual cues and live performances or speeches.
- Monitor and adjust audio levels, ensuring clear and balanced sound quality throughout the venue.
- Oversee the technical aspects of live streaming, if applicable, and troubleshoot any technical issues that may arise.
- Coordinate with the Program Committee and program director on the flow of the program.

Stage Management Committee		
Chair-	RO	Rey S. Valenzuela
	SDO Lipa City	Joseph Christian Tapire
Co-chair -	RO	Louie Oller V. Erni
	SDO Lipa City	Elisa L. Surwela
Members		
SDO Lipa City		Johnel A. Aguilera
		Maria Lourdes S. Tolentino
		Resty L. Katigbak
		Jenny Lyn F. Oraye
		Ismhael C. Nero
		Mark Jolan Coronel
		Jovan L. Lumbera
		Angelica M. Sarmiento
		Mhavia Joseth E. Recafort
		Armando S. Mendoza
		Patrick DC. Africa
		Adriel Clint M. Villaster
		Dominique Lilian M. Espiritu
		Mark Anthony T. De Mesa

	Alvin Jose G. Basilan
	Lirio P. Libera
	Raymond Joseph S. Makalintal
	Ruel Lozano
	Eden G. Gutierrez

Terms of Reference:

- Provides technical guidance and support for stage-related equipment and effects
- Collaborate with the Program Committee to understand the event's overall program and logistical requirements.
- Brief the performers and presenters to understand their stage requirements and cues.
- Conduct rehearsals to ensure smooth coordination between and among performers, presenters, awardees and technical teams as regards stage movements.
- Oversee the setup and arrangement of the stage, including props, podiums, microphones, and seating arrangements.
- Coordinate with performers, presenters, and award recipients to ensure they are briefed on stage movements, positions, and cues.
- Facilitate smooth transitions between performances, speeches, and award presentations, ensuring timely stage changes.
- Communicate with the Audio-visual and Technical Committee to ensure stage lighting, sound effects, and audiovisual cues are synchronized with stage movements.
- Manage the flow of performers, presenters, and awardees backstage, ensuring they are prepared and queued appropriately.
- Coordinate with the host division as regards the emcee, special numbers, and flow of the program
- Collaborate with the Technical Script Committee to ensure that the script aligns with stage movements and cues.

Evaluation Committee		
Chair- RO SDO Lipa City		Luz E. Osmena
		Ariel Garcia
Co-chair - RO		Emelia M. Aytona
Members		
Regional Office		Buenalyn M. Manuel
		Elena L. Lopez

Terms of Reference

- Prepare an online evaluation link for the conduct of the program.
- Disseminate the link to the attendees.
- Consolidate the responses and provide the HRDD with a copy of the evaluation, five working days after the conduct of the awarding.

Trophy, Medals, and Certificates Committee		
Chair- RO SDO Lipa City	Eduarda M. Zapanta	
	Evelyn Flores	
Co-chair - RO SDO Lipa City	Glenda E. Dela Torre	
	Glenda A. Sambayan	
Members		
Regional Office	Emil O. Reambillo	
	Lolet R. Furio	
SDO Lipa City	Rey Uriel M. Domalaon	

Terms of Reference:

- Design trophy and medal and coordinate with the PRAISE Committee Chair for the approval of the design.
- Design and print certificates and prepare certificates of recognition for the winners and a keynote speaker.
- Ensure that all the spellings of the names of the awardees are correct before printing the certificates and before forwarding the list of awardees to the supplier of the trophies.
- Ensure that the delivery of the trophies is on time and check the quality.
- Handle the logistical aspects of transporting, storing, and distributing the trophies and certificates.
- Ensure the proper storage and handling of trophies and certificates to maintain their quality and integrity
- Responsible for handling the trophies and certificates of the awardees to the PRAISE Committee during the awarding ceremony.

Technical Script Committee		
Chair- RO	Maricris R. Tadioan	
Co-chair - RO	Daryll De Jesus	
Member - RO	Catherine Dianne Teves- Antonio	

Terms of Reference:

- Collaborate with the Program Committee, Stage Management Committee and the PRAISE Committee to understand the event's program, schedule, and flow
- Develop a comprehensive outline for the technical script, including introductions, award descriptions, presenter dialogues, and transitions
- Collaborate with the awards' presenters to gather relevant information or contributions from presenters to be included in the script.
- Prepare a technical script based on the outlined structure and content.
- Ensure the script maintains a coherent and engaging narrative flow, incorporating appropriate transitions, language, and tone.
- Verify the accuracy of award descriptions, nominees' names, and any other factual information included in the script.

- Collaborate with the Stage Management and Program Committees to ensure the script aligns with stage movements and cues.
- Conduct rehearsals with presenters to familiarize them with the script, timings, and overall delivery.

Cash Prize and Token Committee		
No.	Designation	RO
1	Chair	Marites L. Gloria
2	Co-chair	Syril R. Zenarosa
3	Member	Laarni A. Evaristo
4	Member	Jeremiah V. Trinidad
5	Member	Nancy Z. Dizon

Terms of Reference

- Prepare a request letter and other needed documents for cash advance on cash prize of awardees.
- Prepare payroll and cash prizes to be given to the winners.
- Buy a token for the keynote speaker.

Traffic Management		
Chair- RO SDO Lipa City		Gian Carlo G. Ventura
		Manolito Medrano
Co-chair -SDO Lipa City		Raymundo Poral
Members		
SDO Lipa City		Alvin Sabido
		Nelson Evangelista
		Beato Florentino Jr
		Randy Pacifico
		Lamberto Katigbak
		Angelo Mendoza
		Osmundo Cator Jr.
		Renato Caraig
		Renato Fajutagana
		Arnel Lucing
		Roberto Rodriguez

Terms of Reference:

- Coordinate with the City Traffic Management Office on the arrival of vehicles of the Gawad Patnugot attendees to avoid delays/traffic jams.
- Provide the attendees a map/route to the venue through their SDO PRAISE Committee.
- Assign a parking area for the SDO and guests' vehicles around the venue.

Note: All working committees are authorized to make decisions and take actions related to their committee within the scope of their responsibilities. Any major deviations or issues beyond their authority shall be escalated to the PRAISE Committee for appropriate action.



HRDD-URM-2023-94