



PPRD-RM-2025-69

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

28 January 2025

**Regional Memorandum**  
No. 69, s. 2025

**SESSIONS MANAGEMENT STAFF AND TECHNICAL  
WORKING GROUP (TWG) IN THE COMMENCEMENT  
ACTIVITY FOR THE 9<sup>TH</sup> CYCLE BERF GRANTEES  
(SECOND BATCH)**

To **Schools Division Superintendents**

1. With reference to Regional Memorandum No. 37, s. 2025, titled Timeline Relative to the Commencement Activity for the Second Batch of 9<sup>th</sup> Cycle BERF Grantees, this Office hereby releases the list of Session Management Staff and TWG Members who will serve on February 3-4, 2025 in this commencement activity.
2. The Breakout Sessions Management Staff and TWG members including the Terms of Reference can be found in Enclosure 1.
3. The final list of presenters will be disseminated before the said date in a separate communication.
4. For queries or concerns, kindly contact PPRD via email at [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph) or through landline number (02) 8682-2114 loc. 470.
5. Immediate and widest dissemination of this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

07/ROP5/ROP1

**Breakout Groupings and Technical Staff**

<b>Group</b>	<b>Panelists</b>	<b>Technical Staff</b>		<b>Name of Office</b>
A	Mark Anthony Malonzo SEPS, HRDD Nadina Gaton EPS, HRDD	Moderator	Alfonso L. Abogado	Antipolo City
		Technical Support	Adrian A. Bullo	Regional Office
		Documenter	Janet G. Villaroya	Bacoor City
		Timekeeper	Mishael S. Cayanan	Bacoor City
B	Randie Atienza EPS, PPRD Elino S. Garcia Chief ES, PPRD	Moderator	Jeffrey A. Astillero	Cabuyao City
		Technical Support	Emil O. Reambillo	Regional Office
		Documenter	Conrado D. Obar, Jr.	Cavite Province
		Timekeeper	Conrado D. Obar, Jr.	Cavite Province
C	Donna Lago EPS, HRDD Eugenio Adrao EPS, FTAD	Moderator	Emelyn M. Hernandez	Cavite Province
		Technical Support	Kimberly Grace U. Bagsic	Cavite Province
		Documenter	Joefel S. Horca	Cavite Province
		Timekeeper	Joefel S. Horca	Cavite Province
D	Lorenzo Ruiz Costo EPS II, PPRD	Moderator	Aries B. Manalo	Cavite Province
		Technical Support	Albert A. Balanza	Cavite Province
		Documenter	Annaliza T. Fernandez	Cavite City
		Timekeeper	Jona M. Malonzo	Regional Office
E	Bryan Pobe EPS, HRDD	Moderator	Analiza G. Soriano	Rizal Province
		Technical Support	Jose Iñigo C. Arcilla	Rizal Province
		Documenter	Lea L. Garcia	Lucena City
		Timekeeper	Mary Cleire D. Miguel	Lucena City

**Technical Working Group**

<b>Name</b>	<b>Position</b>
Elino S. Garcia	Chairperson
Randie B. Atienza	Member
Jona M. Malonzo	Co-Chairperson
Lorenzo Ruiz C. Costo	Co-Chairperson
Adrian A. Bullo	Member
Liezel M. Selda	Member
Emil O. Reambillo	Member
Erick John N. Malabanan	Member

### Terms of Reference

<b>Position</b>	<b>TOR</b>
Chairperson	Oversees the overall conduct of the activity
Co-Chairperson	Facilitate the activity's conduct Prepares the preliminary activity slides
Members	Coordinate with the co-chairpersons on the logistical requirements, and provide input, as necessary
Panelists	Provide inputs, comments, and recommendations on the completed research using Quality Control Checklist (QCC)
Moderators	Facilitate the parallel sessions. Look for personnel that would provide technical support.
Documenters	Note the salient points during the virtual conference. Document the virtual activity, especially during the TA provision, and submit the Activity Documentation Report to PPRD via email. Look for personnel that would serve as timekeepers.
Technical Support	Ensures continuity of the video presentation once played based on the time allotment
Timekeepers	Ensure strict compliance of time allotted for the presentation and provision of TA