

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



25 September 2025

Regional Memorandum
No. 718, s. 2025

ADDENDUM TO REGIONAL MEMORANDUM NO. 680, S. 2025

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 680, s. 2025, titled Refinement Workshop on the Milestone-Based Monitoring and Evaluation (M&E) Tools for the Special Program in Journalism (SPJ) and Other Programs cum Regional Planning Workshop for the Implementation of the Reconfigured Regional Schools Press Conference (RSPC), scheduled on October 13-15, 2025, this Office, through the Curriculum and Learning Management Division (CLMD), announces that the activity will be held at El Cielito Hotel, Santa Rosa City.
2. Enclosure 1 lists the participants in the activity. They are advised to bring a laptop computer for the series of workshops. Also, they are expected to arrive at the venue on October 13, 2025, at 8:00 a.m. The first meal to be served will be snacks in the morning of the first day, and the last will be afternoon snacks on the final day of the activity. Please confirm your attendance and participation by accomplishing this online form: <https://forms.office.com/r/0K43Bq8M4z> on or before **October 5, 2025 at 5:00 in the afternoon.**
3. Meanwhile, participants under Asynchronous Modality are advised to closely communicate with their respective teams during the workshops.
4. Only the official participants as indicated in Enclosure 1 are allowed to participate in this activity. **Replacement or substitution of participants will not be allowed** to ensure consistency, accountability, and alignment with the objectives of the workshop.
5. Additionally, Enclosure 2 provides the Indicative Program of Activities. The composition of the Program Management Team (PMT) is outlined in Enclosure 3, while Enclosure 4 presents the Terms of Reference (ToR).
6. This memorandum serves as Travel Authority of the Regional Office Personnel involved in this activity.




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Certificate No. PHP QMS
22 93 0085

7. All provisions in R.M. No. 680. s. 2025 remain in effect.
8. For questions and clarifications, you may contact Eugene Ray F. Santos, Education Program Supervisors, CLMD, via email at eugeneray.santos@deped.gov.ph.
9. Immediate dissemination of this Memorandum is desired.


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



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Department of Education
REGION IV-A CALABARZON

Enclosure 1. List of Participants

Refinement Workshop on the Milestone-Based Monitoring and Evaluation (M&E) Tools for the Special Program in Journalism (SPJ) and Other Programs

October 13-15, 2025 | El Cielito Hotel, Santa Rosa City

In-Person Modality

1. Special Program in Journalism (SPJ)

Program Owner: **CLMD**

Regional Focal Person: **Eugene Ray F. Santos**

Position/Designation	SDO	Name
School Head	Quezon Province	1. Cynthia M. Tadong
Teacher	Cavite Province	2. Arlene dela Costa

2. Early Language, Literacy and Numeracy (ELLN)

Program Owner: **CLMD**

Regional Focal Person: **Hazel Angelyn E. Tesoro**

Position/Designation	SDO	Name
Public School District Supervisor (PSDS)	Calamba City	3. Rowena B. Cambel
School Head	Batangas City	4. Angelina B. Peradilla

3. Special Program in Foreign Language (SPFL)

Program Owner: **CLMD**

Regional Focal Person: **Hazel Angelyn E. Tesoro**

Position/Designation	SDO	Name
Division Focal Person	Tanauan City	5. Victoria B. Burgos
Teacher	Batangas Province	6. Maryann S. Tibayan

4. Special Program in Science, Technology, Engineering, and Mathematics (SPSTEM) / Special Science Elementary School (SSES)

Program Owner: **CLMD**

Regional Focal Person: **Paul Gence L. Ocampo and Gilbert Cruz**

Position/Designation	SDO	Name
Division Focal Person	Tanauan City	7. Dennis B. Masangcay
School Head	Cavite Province	8. Ester M. Dolatre

5. Special Program in Technical, Vocational Education (SPTVE)Program Owner: **CLMD**Regional Focal Person: **Virgilio O. Guevarra, Jr.**

Position/Designation	SDO	Name
Division Focal Person	Laguna Province	9. Cristina Talambayan
School Head	Cavite Province	10. Michael Andrew T. Gamba

6. Special Program in the Arts (SPA)Program Owner: **CLMD**Regional Focal Person: **Lowiesito O. Erni**

Position/Designation	SDO	Name
Division Focal Person	Calamba City	11. Joel Libranda
School Head	Batangas Province	12. Ryan De Mesa

7. Special Program in Sports (SPS)Program Owner: **CLMD**Regional Focal Person: **Lowiesito O. Erni**

Position/Designation	SDO	Name
Division Focal Person	General Trias City	13. John Patrick B. Majerano
Master Teacher	General Trias City	14. John Reck L. Niepes

8. School Library and Library HubProgram Owner: **CLMD**Regional Focal Person: **Dianne Catherine T. Antonio**

Position/Designation	SDO	Name
Division Focal Person	Batangas Province	15. Rosalinda A. Mendoza
School Head	Batangas Province	16. Maria Celita B. De Leon

9. Division Learning Resource SectionProgram Owner: **CLMD**Regional Focal Person: **Dianne Catherine T. Antonio**

Position/Designation	SDO	Name
Division Focal Person	San Pablo City	17. Henry P. Contemplacion
Teacher	Batangas Province	18. Ma. Rudelee L. Masangkay

10. Madrasah EducationProgram Owner: **CLMD**Regional Focal Person: **Emelia P. Crescini**

Position/Designation	SDO	Name
Division Focal Person	Cavite City	19. Ricardo P. Makabenta
Teacher	Laguna	20. Chinky Ruth M. Marilag

11. Multigrade ProgramProgram Owner: **CLMD**Regional Focal Person: **Emelia P. Crescini**

Position/Designation	SDO	Name
Division Focal Person	Batangas City	21. Ricky M. Realingo
Public School District Supervisor	Quezon Province	22. Lilia B. Dimasanta

12. Special Needs Education (SNED)Program Owner: **CLMD**Regional Focal Person: **Philips T. Monterola**

Position/Designation	SDO	Name
Division Focal Person	Quezon Province	23. Joan Alejaida R. Mauhay
School Head	Quezon Province	24. Gilbert Forbes

13. Alternative Learning System (ALS)Program Owner: **CLMD**Regional Focal Person: **Philips T. Monterola**

Position/Designation	SDO	Name
Division Focal Person	Tayabas City	25. Mildred Z. Galleno
School Head	Tayabas City	26. Lorynell De Sagun

14. Open High School (OHS)Program Owner: **CLMD**Regional Focal Person: **Philips T. Monterola**

Position/Designation	SDO	Name
Division Focal Person	Cavite Province	27. Josephine Monzaga
School Head	Batangas Province	28. Marcela A. Agdan

15. Home Schooling (HS)Program Owner: **CLMD**Regional Focal Person: **Philips T. Monterola**

Position/Designation	SDO	Name
School Head	Batangas Province	29. Marcela A. Agdan
Teacher	Batangas Province	30. Maria Muriel L. Manza-De Roxas

6. Rural Farm School (RFS)Program Owner: **CLMD**Regional Focal Person: **Virgilio O. Guevarra, Jr.**

Position/Designation	SDO	Name
Division Focal Person	Quezon Province	31. Carmen H. Macatugob
School Head	Lucena City	32. Renzdolf Villanueva

17. Indigenous Peoples Education (IPEd)Program Owner: **CLMD**Regional Focal Person: **Margaret P. Musa**

Position/Designation	SDO	Name
Division Focal Person	Batangas City	33. Leoncia B. Espina
Teacher	Antipolo City	34. Reynaldo P. Lozano Jr.

18. School-Based Feeding Program (SBFP)Program Owner: **ESSD**Regional Focal Person: **Johnalen Aira S. Soberano**

Position/Designation	SDO	Name
Division Focal Person	Calamba City	35. Cyril Paner
School Head	Cavite Province	36. Priscila D. Cabigting

19. Education FacilitiesProgram Owner: **ESSD**Regional Focal Person: **Jamaica Rose G. Rolloque**

Position/Designation	SDO	Name
Division Focal Person	Tayabas City	37. Jaypee A. Escobar
School Head	General Trias City	38. Abraham P. Colocado

20. Partnership & Linkages and other Program (Youth Formation and Guidance Support Services)Program Owner: **ESSD**Regional Focal Person: **Ramil G. Ginete**

Position/Designation	SDO	Name
Division Focal Person	Tayabas City	39. Joan Kathleen M. Talabong
School Head	Tayabas City	40. Larvin O. Labrada

21. School Sports ProgramProgram Owner: **ESSD**Regional Focal Person: **Ramil G. Ginete**

Position/Designation	SDO	Name
Division Focal Person	Rizal	41. Arceli G. tejada
School Head	Batangas Province	42. Aprilito De Guzman

22. School Health SectionProgram Owner: **ESSD**Regional Focal Person: **Pearl Oliveth S. Intia**

Position/Designation	SDO	Name
Division Focal Person	Quezon Province	43. Jenny Lyn V. Barrantes
Public School District Supervisor (PSDS)	Lucena City	44. Lorelie A. Jasul

23. School Governance CouncilProgram Owner: **FTAD**Regional Focal Person: **Andrea Mabel E. Abrencillo**

Position/Designation	SDO	Name
Division Focal Person	Quezon Province	45. Michelle G. Duma

24. Disaster Risk Reduction and Management (DRRM)Program Owner: **ESSD**Regional Focal Person: **Wilbert C. Ulpindo**

Position/Designation	SDO	Name
Division Focal Person	Quezon Province	46. Arvin P. Repaso
School Head	Quezon Province	47. Gregorio I. Racelis

25. Learner Rights and Protection Office (LRPO)Program Owner: **ESSD**Regional Focal Person: **Rochelle May Nisola**

Position/Designation	SDO	Name
Division Focal Person	Batangas Province	48. Rosemarie J. Gonzales
School Head	Quezon Province	49. Gregorio Racelis

26. Gender And Development (GAD) ProgramProgram Owner: **HRDD**Regional Focal Person: **Nadina G. Gatón**

Position/Designation	SDO	Name
Division Focal Person	Lucena City	50. Karina R. Bautista
Public School District Supervisor (PSDS)	Lucena City	51. Pablito Alay

27. Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-)HRMProgram Owner: **HRDD**Regional Focal Person: **Nadina G. Gatón**

Position/Designation	SDO	Name
Division Focal Person	Santa Rosa City	52. Jeanne Elaine Sangalang

28. Continuing Professional Development (CPD) Accreditation/ Quality Assured Professional Development (PD) ProgramsProgram Owner: **HRDD**Regional Focal Person: **Bryan A. Pobe**

Position/Designation	SDO	Name
Division Focal Person	Batangas City	53. Alvin P. Metrillo
School Head	Laguna	54. Evelyn P. Navia

29. School Learning Action Cell (SLAC)Program Owner: **HRDD**Regional Focal Person: **Bryan A. Pobe**

Position/Designation	SDO	Name
Division Focal Person	Tanauan City	55. Edgar Marshall Brinas

30. Basic Education Research Management (BERM)Program Owner: **PPRD**Regional Focal Person: **Randie B. Atienza**

Position/Designation	SDO	Name
Division Focal Person	Cavite Province	56. May Anne Joy D. Romanes
School Head	Batangas Province	57. Gloria C. Salazar

Members of the Program Management Team

Position	Name
Assistant Regional Director	58. Loida N. Nidea
Chief Education Supervisor	59. Viernalyn M. Nama
Teaching Aid Specialist	60. Lhovie C. Damian
Librarian	61. Nenette Arcelle Joy P. Larinay
Administrative Assistant	62. Neal Protacio
	63. Redynn A. Bernales
Technical Assistant	64. John Christian Galvez
	65. Philips T. Monterola
Education Program Supervisor	66. Gilbert Cruz
	67. Eugene Ray F. Santos
	68. Virgilio O. Guevarra, Jr.
	69. Emelia P. Crescini
	70. Dianne Catherine T. Antonio
	71. Paul Gence Ocampo
	72. Margaret P. Musa
	73. Lowiesito Erni
	74. Hazel Angelyn E. Tesoro
	75. Andrea Mabel E. Abrencillo
	76. Nadina Gatón
	77. Bryan A. Pobe
	78. Randie B. Atienza
Nutritionist	79. Johnalen Aira S. Soberano
Engineer	80. Jamaica Rose G. Rolloque
Project Development Officer	81. Ramil G. Ginete
	82. Wilbert C. Ulpindo
	83. Rochelle May Nisola
Medical Officer	84. Pearl Oliveth S. Intia

Asynchronous Modality

Program	Position/Designation	SDO	Name
SPJ	School Head	Cavite Province	Orven Francis de Pedro
	Teacher	Quezon Province	Ethel A. Bartolo
ELLN	Education Program Supervisor	Lucena City	Rowela M. Caperiña
	Teacher	Rizal Province	Benjie U. Flores
		Imus City	Jacqueline S. Gacias
SPFL	Public School District Supervisor (PSDS)	Quezon Province	Maria Lourdes Cabanag
	School Head	Tanauan City	Vicente L. Ambalong Jr.
		Laguna	Kristine P. Perez
	Teacher	Batangas Province	Maryanne S. Tibayan
		Cavite Province	Angelou R. Garcia
SPSTEM/SSES	Public School District Supervisor (PSDS)	Tanauan City	Emelda R. Delante

	Teacher	Calamba City	Rowena Llanto Acosta
		Cavite Province	Jennifer H. Icaro
SPTVE	Public School District Supervisor (PSDS)	Quezon Province	Miel M. Pineda
	Teacher	Quezon Province	Nanette D. Ramirez
SPA	Public School District Supervisor (PSDS)	Rizal	Sheila B. Penano
	Teacher	Cavite Province	Cristina N. Morales
		Quezon Province	Annete B. Diamante
SPS	Public School District Supervisor (PSDS)	General Trias City	Christopher Luna
	School Head	General Trias City	Cecilia Papa
	Teacher	General Trias City	John Patrick B. Majerano
School Library and Library Hub	Public School District Supervisor (PSDS)	Batangas Province	Agrifina Dirain
		Batangas Province	Sara Saguin
	Teacher	Batangas Province	Gemma V. Atienza
DLRS	Public School District Supervisor (PSDS)	Batangas Province	Conie Hernandez
	School Head	Batangas Province	Marilou T. Sara
	Teacher	Batangas Province	Irene M. Casapao
Madrasah Education	Public School District Supervisor (PSDS)	Laguna	Eva Marie S. Cambe
	School Head	Laguna	Czarina S. Rasco
	Teacher	Rizal	Lilibeth D Martinez
	School Head	General Trias City	Imelda S. Arevalo
	Teacher	Quezon Province	Estrella D. Ergina
		Quezon Province	Annie A. Coronacion
SNED	Public School District Supervisor (PSDS)	Quezon Province	Ma. Carla M. Caraan
	Teacher	Lucena	Christine Joy L. Onate
ALS	Public School District Supervisor (PSDS)	Batangas Province	Rosemarie A. Encarnacion
	Teacher	Lipa City	Aimee Tenorio
OHS	Division Focal Person	Lucena City	Larywell Enriquez
	Division Focal Person	Calamba City	Clariza Terones
	Teacher	Calamba City	Charlene Gonzales
HS	Public School District Supervisor (PSDS)	Bernarda M. Reyes	Bernarda M. Reyes
	Public School District Supervisor (PSDS)	Lucena City	Larywell Enriquez

	Teacher	Batangas Province	Maria Muriel L. Manza-De Roxas
RFS	Public School District Supervisor (PSDS)	Laguna	Emmard M. Hermosura
	Teacher	Lucena City Rizal	Renzdolf Villanueva Jeffrey Erni
IPEd	Division Focal Person	Antipolo City	Jean L. Danga
	Public School District Supervisor (PSDS)	Rizal	Rizaldy R. Cristo
	Teacher	Quezon Province	Emelita O. Mallari
SBFP	Public School District Supervisor (PSDS)	Santa Rosa City	Rowena N. Cruz
	Teacher	Imus City	Jayson C. Talon
Education Facilities	Teacher	Dasmariñas City	Aiza M. Bulaon
		General Trias City	Abhram P. Colocado
Partnership & Linkages and other Program (Youth Formation and Guidance Support Services)	Public School District Supervisor (PSDS)	Tayabas	Maria Corazon A. Borbon
	Teacher	Tayabas City	John Menard Lavadia
		Tayabas City	Glenda A. Capistrano
SSP	Public School District Supervisor (PSDS)	Lucena City	Ronald Mendiola
	Teacher	Laguna	Luceline C. Dinglasa
		Batangas Province	Maricris M. Magsino
School Health Section	Public School District Supervisor (PSDS)	Quezon Province	Gilbert C. Alva
DRRM	Public School District Supervisor (PSDS)	San Pablo City	Manfredo Z. Guitang
	School Head	Lipa City	Raymund P. Bautista
	Teacher	Lucena City	Preciosa Marie T. Alba
LRPO	Public School District Supervisor (PSDS)	Laguna	Florentina C. Rancap
	Teacher	Quezon Province	Vigiline A. De Vera
		Quezon Province	Luzviminda P. Ware
PRIME-HRM	Public School District Supervisor (PSDS)	Lucena City	Reymark Queano
		Dasmariñas City	Renante O. Salimbao
	School Head	Quezon Province	Grace Urbien-Salvatus
CPD-QAPD	Public School District Supervisor (PSDS)	Batangas Province	Eleazar Magsino
SLAC	Public School District Supervisor (PSDS)	Quezon Province	Rejulios Villenes

	School Head	Batangas Province	Movita O. Cruzat
	Teacher	Lucena City	May Grace Salazar
		Quezon Province	Shiela Nina Rea-Santes
BERM	Public School District Supervisor (PSDS)	Quezon Province	Rejulios M. Villenes
	Teacher	Laguna Province	Icy Princess A. Trencio
		Biñan City	Maria Elena B Hernandez



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**Regional Planning Workshop for the Implementation of the Reconfigured
Regional Schools Press Conference (RSPC)**
October 13-15, 2025 | El Cielito Hotel, Santa Rosa City

SDO	Name	Position
Cavite Province	85.Wenifreda S. Diquit	EPS English
Cavite City	86.Earrvin H. Sakilayan	EPS Filipino
Bacoor City	87.Maribel G. Advincula	Principal II
Dasmariñas City	88.Noel D Anciado	EPS English
Imus City	89.Ricardo R. David III	EPS English
General Trias City	90.Arnaldo O. Estareja	EPS Filipino
Laguna	91.Zarina G. Llarena	EPS Filipino
Biñan City	92.Raquel L. Azur	EPS Filipino
Cabuyao City	93.Jonathan H.Marquez	EPS English
Calamba City	94.Lino T. Sanchez	EPS-Filipino
San Pablo City	95.Laila R. Maloles	EPS English
San Pedro City	96.Ernesto C. Caberte Jr.	EPS Filipino
Santa Rosa City	97.Cherrilyn T. Nabor	EPS-English
Batangas Province	98.Loreta V. Ilao	EPS Filipino
Batangas City	99.Leila M. Seco	EPS English
Calaca City	100. Jovelyn D. Bancoro	EPS Filipino
Lipa City	101. Fernando B. Enriquez	EPS Filipino
Sto. Tomas City	102. Louiegrace G. Margallo	EPS English
Tanauan City	103. Hilarion B. Alcantara	EPS Filipino
Rizal (Host SDO)	104. Judith U. Clarito	PSDS
	105. Melissa C. Garrovillas	PSDS
Antipolo City (Host SDO)	106. Gilbert G. Joyosa	EPS Filipino
	107. Gayle J. Malibiran	EPS English
Quezon Province	108. Abner L. Pureza	EPS English
Lucena City	109. Leonora Fe M. Malabonga	EPS English
Tayabas City	110. Christian J. Bables	EPS Filipino



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Enclosure 2. Indicative Program of Activities

**Refinement Workshop on the Milestone-Based Monitoring and Evaluation (M&E) Tools
for the Special Program in Journalism (SPJ) and Other Programs**

October 13-15, 2025 | El Cielito Hotel, Santa Rosa City

Day & Time	Day 1	Day 2	Day 3
8:00-8:30	Opening Program	Management of Learning	Management of Learning
8:30-9:30	Plenary Session 1 Essential Updates on the Milestone-Based Monitoring and Evaluation (M&E) Tools and Framework and Processes of Pagkilalang Hiraya	Breakout Session 3 Presentation of the M&E Tools after the Implementation of the SFCR and Giving of Feedback	Breakout Session 4 Presentation of the Refined M&E Tools and Giving of Final Feedback
9:30-10:00	Health Break	Health Break	Health Break
10:00-12:00	Breakout Session 1 Revisiting the Policy Guidelines and Legal Bases of SPJ and Other Programs	Breakout Session 4 Refinement of Milestone-Based Monitoring and Evaluation (M&E) Tools for Special Program in Journalism (SPJ) and Other Programs	Continuation of Breakout Session 4
12:00-1:00	Lunch Break	Lunch Break	Lunch Break
1:00-2:30	Breakout Session 2 Implementation of Summary of Findings, Comments and Recommendations (SFCR) on the Milestone-Based Monitoring and Evaluation (M&E) Tools for Special Program in Journalism (SPJ) and Other Programs	Continuation of Breakout Session 3	Breakout Session 5 Completion of Documentary Requirements and House Clearing
2:30-3:00	Health Break	Health Break	Health Break
3:30-5:00	Continuation of Breakout Session 2	Continuation of Breakout Session 3	Closing Program
Learning Facilitator	Eugene Ray F. Santos	Regional Program Focal Persons	Regional Program Focal Persons
Note Taker	Lhovie C. Damian		
Output of the Day	Updated SFCR (Columns for Development Team)	Refined Milestone-Based M&E Tools and Updated SFCR	Complete and Signed Documentary Requirements



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Enclosure 2. Indicative Program of Activities

Regional Planning Workshop for the Implementation of the Reconfigured Regional Schools Press Conference (RSPC)

October 13-15, 2025 | El Cielito Hotel, Santa Rosa City

Day & Time	Day 1	Day 2	Day 3
8:00-8:30	Opening Program	Management of Learning	Management of Learning
8:30-9:30	Plenary Session 1 Understanding the Reconfigured Regional Schools Press (RRSPC) Conference Design Framework as per RM No. RM No. 635, s.2025	Workshop 4 Implementing Guidelines for the JournCamp for Print, Broadcast and Digital Journalism	Plenary Session 2 Presentation and Giving of Feedback
9:30-10:00	Health Break	Health Break	Health Break
10:00-12:00	Workshop 1 Eligibility Requirement, Events in the R4A CALABARZON 2026 RRSPC, Merit-Based Evaluation and Selection Processes	Continuation of Workshop 4	Continuation of Plenary Session 2
12:00-1:00	Lunch Break	Lunch Break	Lunch Break
1:00-2:30	Workshop 2 Timeline, Important Dates and Documentary Requirements	Breakout Session 5 Implementing Guidelines for the RRSPC for Print, Broadcast and Digital Journalism	Breakout Session 6 Finalization of Implementing Guidelines for the JournCamp and RRSPC for Print, Broadcast and Digital Journalism
2:30-3:00	Health Break	Health Break	Health Break
3:30-5:00	Workshop 3 Schedule of Activities, Billeting Schools and Event Venues	Continuation of Workshop 5	Closing Program
Learning Facilitator	Eugene Ray F. Santos	Regional Program Focal Persons	Regional Program Focal Persons
Note Taker	Redgynn A. Bernales		
Output of the Day	General Guidelines and Timeline of Activities and Schedule	Draft of Implementing Guidelines	Ready-to-Print Implementing Guidelines



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Enclosure 3. Program Management Team

**Workshop on the Milestone-Based Monitoring and Evaluation (M&E) Tools for
the Special Program in Journalism (SPJ) and Other Programs cum Regional
Planning Workshop for the Implementation of the Reconfigured Regional
Schools Press Conference (RSPC)**

October 13-15, 2025 | El Cielito Hotel, Santa Rosa City

Chairperson : Viernalyn M. Nama, Chief Education Supervisor

Vice Chairperson: Eugene Ray F. Santos, Education Program Supervisor
Philips T. Monterola, Education Program Supervisor

Members : Dianne Catherine T. Antonio, Education Program Supervisor
Hazel Angelyn E. Tesoro, Education Program Supervisor
Emelia P. Crescini, Education Program Supervisor
Margaret P. Musa, Education Program Supervisor
Virgilio O. Guevarra, Jr., Education Program Supervisor
Lowiesito Erni, Education Program Supervisor
Paul Gence Ocampo, Education Program Supervisor
Gilbert Cruz, Education Program Supervisor

Secretariat: Lhovie C. Damian, Teaching Aid Specialist
Nenette Arcelle Joy P. Larinay, Librarian
Neal Protacio, Administrative Assistant
Redgynn A. Bernales, Administrative Assistant
John Christian Galvez, CoS-ALS



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Enclosure 4. Terms of Reference

The CLMD shall be responsible for the entire conduct of the activity from venue to the logistics needed:

The RTWG shall:

- craft the proposal, memorandum, and RBA;
- coordinate with the workshop venue management and prepare the contract for the event;
- coordinate with the Supplies Officer for the supplies needed;
- conduct meetings with the facilitator;
- lead the review and evaluation of the presentation to be used for the activity;
- oversee the conduct of the activity;
- provide workshop templates; and
- lead the team for the conduct of debriefing sessions.
- prepare the completion report;
- request preparation of contract and supplies;
- prepare the room listing;
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed to be accomplished daily;
- prepare the documents needed for liquidation;
- prepare and print certificates of recognition, participation, and appearance; and
- submit the needed requirements to respective functional divisions after the conduct of the activity.

The Regional Focal Persons shall:

- lead the FGD;
- provide instructions and inputs during the refinement workshop;
- facilitate the collection and presentation of outputs;
- give the synthesis;
- ensure maximum participation of the participants; and
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.)

The Minute Takers shall:

- document agreements, issues, concerns, and important activities, that happened during the workshop.

The Participants shall:

- Observe punctuality at all times
- Participate actively in the discussion
- Ensure confidentiality of all workshop templates and outputs
- Comply and submit the intended outputs in each session