



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 26, 2024

REGIONAL MEMORANDUM

ORD. No. 058, s. 2024

To: Schools Division Superintendents
Functional Division Chiefs
CID Chiefs
All Others Concerned

LAUNCH OF THE ONE-NCR STRONGER TOGETHER: 3-YEAR DEVELOPMENT PLAN

1. The Department of Education-National Capital Region-DepEd-NCR in partnership with Philippine Association of Schools Superintendents-PASS will conduct the above-captioned activity on February 2, 2024, 2:00PM at the Teatro ng GSIS, GSIS Complex, 2302, Roxas Blvd., Pasay City.
2. The activity highlights the DepEd NCR's 3-Year Development Plan as our strong response to the issues besetting the DepEd NCR and outlines our priority areas, strategies, and initiatives for the next three years.
3. In view thereof, expenses incurred for the said event shall be charged against local funds including the registration fee of P2000.00 per head, subject to the usual accounting and auditing rules and regulations. The PASS is authorized to collect the registration fees to cover expenses for the said event.
4. Please see the following attachments, for reference.
 - Allocation of Participants
 - Working Committees and Terms of Reference
5. Should you have any questions or require further clarification, please do not hesitate to reach out to Ms. Micah G. Pacheco at clmd.ncr@deped.gov.ph.
6. For information and guidance.


JOCELYN DR ANDAYA
Director IV

Encl.: As stated
Reference:
To be indicated in the Perpetual Index



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WORKING COMMITTEES AND TERMS OF REFERENCE

COMMITTEES	TOR	FOCAL	RO
Logistics and Refreshments	<p>The committee shall:</p> <ol style="list-style-type: none"> Ensure the physical set up of the venue including lights and sound system, LED wall, stage and venue décor, access for VIPs/external stakeholders and tarpaulins Organize an ingress and egress plan for VIPs and audiences Maintain cleanliness and orderliness Arrange with the venue coordinator on the parking space provision Coordinate with the venue coordinator on the food menu and distribution 	<p>SDS:</p> <p>Aurelio Alfonso, SDO Mandaluyong City</p> <p>Meliton Zurbano, SDO Navotas City</p> <p>Alejandro Ibanez, SDO Taguig City and Pateros</p>	<p>ASD & Finance</p> <p>ARD- LED and Sound System</p> <p>Physical Arrangement (Stage Décor, Red Carpet), VIP Parking Slot</p> <p>Request for 1 day rehearsal</p> <p>Roll-up banner at the entrance</p>
Registration	<p>The committee shall:</p> <ol style="list-style-type: none"> Prepare a pre-registration link for invitees/target audiences Set-up a welcoming registration desk for invited audiences Ensure that all invitees are registered Hand over the accomplished registration form to the venue coordinator for auditing purpose 	<p>SDSs:</p> <p>Nerissa Losaria, SDO Parañaque City</p> <p>Cecile Carandang, SDO Malabon City</p>	<p>PPRD</p> <p>Pre-Registration Link, Registration Table,</p>
Accommodation	<p>The committee shall:</p> <ol style="list-style-type: none"> Ensure that the venue is appealing, well-lit, normal air temperature, maintained and clean. Prepare a seating arrangement for all invited VIPs and audiences Welcome audiences and VIPs to the venue Coordinate with Registration Committee on VIPs' requests/arrangements 	<p>SDSs:</p> <p>Jenilyn Rose Corpuz, SDO Caloocan City</p> <p>Ma. Evalou Agustin, SDO Makati City</p> <p>Regional Office</p>	<p>FTAD</p> <p>Seating Arrangement, VIP Officials</p>





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<p>Narrative and Documentation</p>	<p>The committee shall:</p> <p>Document the overall event.</p> <p>Ensure that the event's highlights are captured and documented.</p> <p>Keep DepEd NCR's Facebook page and other official social media platforms updated on the highlights of the event.</p> <p>Create an event memorabilia/souvenir to be distributed to the stakeholders.</p> <p>Submit a documented /activity completion report of the event to RO and for auditing purpose</p>	<p>SDSs:</p> <p>Noel Bagano, SDO Valenzuela City</p> <p>Loreta Torrecampo, SDO Las Pinas City</p> <p>Evangeline Ladines, SDO Muntinlupa City</p>	<p>PAU</p>
<p>Program</p>	<p>The committee shall:</p> <p>Create the program flow intended for the event</p> <p>Ensure the list of VIPs, invitees and audiences of the event</p> <p>Invite event performers</p> <p>Assign program director, floor director and other program personnel</p> <p>Secure that all presentations, AVPs and other materials are working and in sequence based on the program flow</p> <p>Conduct a program rehearsal prior to the event</p>	<p>SDSs:</p> <p>Sheryl Gayola, SDO Pasig City</p> <p>Carleen Sedilla, SDO Quezon City</p> <p>Cynthia Ayles, SDO Marikina City</p>	<p>SECRETARIAT & QAD</p> <p>S'Aren – New NCR Hymn</p> <p>M' Drhei – Jingle for the new brand of NCR</p> <p>SDO Mandaluyong – Floor Director</p> <p>Performers for every gap</p>
<p>Invitation</p>	<p>The committee shall:</p> <p>a. Create a list of invitees and VIPs</p> <p>b. Design and print a visually appealing program invitation</p> <p>c. Distribute the invitation to all invitees and VIPs</p>	<p>Regional Office</p>	<p>HRDD & CLMD</p>





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	<p>d. Monitor and track responses from invitees and VIPs</p> <p>e. Send reminders and additional event details to confirmed invitees and VIPs</p> <p>f. Collaborate with other event committees to ensure seamless coordination</p>		
Usher	<p>The committee shall:</p> <p>a. Greet invitees and VIPs with a friendly attitude</p> <p>b. Direct invitees and VIPs to their assigned seats</p> <p>c. Assist invitees and VIPs with inquiries about facilities and services, and during evacuations if needed</p> <p>Manage crowds all throughout the event</p>	<p>SDSs:</p> <p>Rita Riddle, SDO Manila</p> <p>Joel Torrecampo, SDO Pasay City</p>	ESSD

