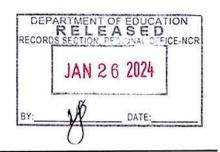


Department of Education

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., Pasav Citv.
- 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 \$2000.00 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.ncradeped.gov.ph.

6. For information and guidance.

JOCELYN DR ANDA

Director IV

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







Misamis St., Bago Bantay, Quezon City Tel. Nos.: 920-58-24; 926-2213 local 801 Email Address: ncr@deped.gov.ph Website: http://www.deped.gov.ph/regions/ncr/

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WORKING COMMITTEES AND TERMS OF REFERENCE

COMMITTEES	TOR	FOCAL	RO
Logistics and Refreshments	The committee shall: a. 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 b. Organize an ingress and egress plan for VIPs and audiences c. Maintain cleanliness and orderliness d. Arrange with the venue coordinator on the parking space provision e. Coordinate with the venue coordinator on the food menu and distribution	Mandaluyong City Meliton Zurbano, SDO Navotas City Alejandro Ibanez, SDO Taguig City and Pateros	ASD & Finance ARD- LED and Sound System Physical Arrangement (Stage Décor, Red Carpet), VIP Parking Slot Request for 1 day rehearsal Roll-up banner at the entrance
Registration	The committee shall: a. Prepare a pre-registration link for invitees/target audiences b. Set-up a welcoming registration desk for invited audiences c. Ensure that all invitees are registered d. Hand over the accomplished registration form to the venue coordinator for auditing purpose	Parańaque City Cecile Carandang, SDO Malabon City	PPRD Pre-Registration Link, Registration Table,
Accommodation	The committee shall:	Ma. Evalou Agustin, SDO Makati City Regional Office	Officials







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









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









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