



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 4, 2024

REGIONAL MEMORANDUM

No. 206s. 2024

To: Schools Division Superintendents
SGOD Chiefs
SDO Private Schools Focal Persons
All Others Concerned

CREATION OF THE TECHNICAL WORKING GROUP (TWG) FOR THE CONDUCT OF A FACE-TO-FACE REGIONAL EDUCATION SUMMIT FOR PRIVATE SCHOOLS 2024

1. In view of the conduct of the **Regional Education Summit for Private Schools 2024**, **there** shall be a Technical Working Group (TWG) to run and facilitate the pre- to post-activity as scheduled.
2. The Quality Assurance Division (QAD) shall oversee and report to the Top Management the progress of the pre-implementation, implementation, and post-implementation of the activity.
3. Each committee shall be identified alongside its Terms of Reference (TOR) to ensure the smooth delivery of the task expected within its time frame.
4. All chairpersons, co-chairpersons, and members assigned to every committee shall be working collaboratively and proactively within their team to address and finalize concerns within their committee.
5. All meetings conducted by every committee are expected to be properly communicated to the Steering Committee by presenting them during the conduct of progress and monitoring report on April 4, 2024(Thursday) via virtual teleconferencing to be posted on the official social media outfit of QAD..
6. For clarifications and inquiries, please coordinate with Dr. Richard T. Catain, EPS, QAD, Focal Person of the Regional Education Summit for Private Schools 2024.
7. Immediate dissemination of this Memorandum to all concerned is highly desired.

JOCELYN DR. ANDAYA
Director IV

Encl.: As stated,
rtc/qad



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Enclosure 1 (Regional Education Summit for Private Schools 2024 Technical Working Group/ Committees)

TECHNICAL WORKING GROUP

Program Steering Committee

Overall Chairpersons	Dr. Jocelyn DR. Andaya Director IV Dr. Cristito A. Eco Asst. Regional Director
Vice Chairpersons	Mrs. Marina C. Espino Education Program Supervisor Officer-In-Charge, QAD Dr. Richard T. Catain Education Program Supervisor, QAD Focal Person, Regional Education Summit for Private Schools 2024

Program Management Committees

Committee on Program

<i>Chairperson</i>	<i>Co-Chairpersons</i>	<i>Members</i>
Dr. Richard T. Catain EPS, QAD-NCR	Ms. Ruth P. Dela Cruz SEPS, SGOD, SDO Pasig Ms. Melissa R. Saludes SEPS, SDO Caloocan	Ms. Judith Janea R. Retaga EPS II, SDO Pasig Ms. Maria Veronica G. Cuartero EPS II, SDO Caloocan

Committee on Registration

<i>Chairperson</i>	<i>Co-Chairpersons</i>	<i>Members</i>
Dr. Rowena S. Ontangco EPS, QAD-NCR	Ms. Maria Theresa M. Ruiz SEPS, SDO-Makati City Mr. Erros Josephus M. Gutierrez SEPS, SDO Navotas	Dr. Jasmin A. Acera EPS II, SDO-Makati City Ms. Maricel C. Basay EPS II - SDO Navotas



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Committee on Budget and Finance		
<i>Chairperson</i>	<i>Co-Chairpersons</i>	<i>Members</i>
Dr. Lydia L. Martin EPS, QAD-NCR	Ms. Ruth P. Dela Cruz SEPS, SGOD, SDO Pasig Ms. Melissa R. Saludes SEPS, SDO Caloocan Ms. Judy L. Espina ADAS III, SGOD, SDO Paranaque	Private School Administrators/ Heads/ Owners Representatives (To be identified by the SDO)

Committee on Accommodation		
<i>Chairperson</i>	<i>Co-Chairpersons</i>	<i>Members</i>
Dr. Herbert D. Vertucio EPS, QAD-NCR	Dr. Roldan Jamindang SEPS-SGOD, SDO Tapat Dr. Crispin Mejia SEPS-SGOD, SDO Mandaluyong	Mr. John S. Alano, III Office Staff (COS), QAD Ms. Jelyn B. Diu EPS II (SMME), SGOD, SDO Tapat

Committee on Logistics, Food & Refreshments (Ways and Means)		
<i>Chairperson</i>	<i>Co-Chairpersons</i>	<i>Members</i>
Dr. Louie C. Duterte EPS, QAD-NCR	Mr. Andrei Nicolai E. Pacheco PSDS & SEPS (SMME) SDO Manila Mr. Arnel C. Peralta EPS, SGOD, SDO Quezon City	Ms. Anna S. Queja EPS II, SDO-Manila Ms. Ma. Jesusa Conanan SEPS, SGOD, SDO Quezon City

Committee on Communication and Activity Advocacy		
<i>Chairperson</i>	<i>Co-Chairpersons</i>	<i>Members</i>
Mr. Andres P. Bonifacio EPS, QAD-NCR	Mr. Lowell G. Alfonso SEPS, SDO-Malabon City Ms. Fatima P. Fajardo SEPS, SDO-Pasay City	Helena C. Calderon EPS II, SDO-Malabon City Maria Graziela F. Paleracio EPS II, SDO-Pasay City



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Ushering Committee		
<i>Chairperson</i>	<i>Co-Chairpersons</i>	<i>Members</i>
Ms. Rubia Mae Tagulinao ADA VI, QAD Staff	Dr. Zoren Pepito L. Gubalane SEPS, SDO-Muntinlupa Dr. Rosie O. Rumbaoa EPS, SGOD - Parañaque	Ms. Chelo Rongavilla EPS II, SDO-Muntinlupa Ms. Evangeline C. Dabuit SEPS, P&R Ms. Rizza D. Cabales EPS II, SMME

Committee on Documentations and Narratives		
<i>Chairperson</i>	<i>Co-Chairpersons</i>	<i>Members</i>
Dr. Lydia L. Martin EPS, QAD, DepEd NCR	Dr. Michael Rull SGOD, San Juan and Dr. Joey Z. Balsomo EPS, SGOD, SDO Las Pinas	Dr. Rosie O. Rumboa EPS, SGOD -SDO Parañaque Dr. Ann Margaret J. Santos SEPS, SGOD, SDO Parañaque

Committee on Safety and Security		
<i>Chairperson</i>	<i>Co-Chairpersons</i>	<i>Members</i>
Dr. Richard T. Catain EPS, QAD-DepEd-NCR	Dr. Salvador A. Gaban EPS-SGOD-(Valenzuela)	Mr. James M. Macaranas SEPS-SMM&E (Valenzuela)

Committee on Evaluation (Before, During, & After)		
<i>Chairperson</i>	<i>Co-Chairpersons</i>	<i>Members</i>
Mr. Alfred G. Desamparo EPS-QAD, DepEd NCR	Ms. Doris R. Jasme SEPS, SDO-Marikina City	Ms. Elisha Dawn D. Mazon EPS-II, SDO-Marikina City



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Enclosure 2 (Regional Education Summit for Private Schools 2024 Terms of Reference (TOR) for the TWG)

TERMS OF REFERENCE

Committee on Program:

- Create the program flow of the event, including the estimation of time requirements.
- Ensure the seamless sequence and order of the activity.
- Responsible for the placement of the assigned speakers and topics.
- Identify and organize content that is aligned with the Summit objectives.
- Ensure that all activities are carried out to support the learning process and meet the Summit objectives.
- Produce an event souvenir to be distributed to officials, resource persons, and participants.
- Ensure that the Learning Resource Package/Material, including all slide decks and AVPs, works based on the program flow.
- Coordinate with the Committee on Communication and Activity Advocacy for the consistency of communications issued.
- Coordinate with other committees as needed.

Committee on Registration:

- Prepare a pre-registration link for participants.
- Set deadlines for the confirmation of the participants.
- Set up a welcoming registration desk for participants during the event.
- Ensure that all registered participants are cross validated against the pre-registered data.
- Maintain the data and statistics of the pre-registered, registered, and actual admitted participants.
- Does follow up with concerned participants and SDO personnel if needed.
- Turn over the accomplished registration forms to QAD for accounting and auditing purposes as the activity is completed.
- Coordinate with the Committee on Logistics and Refreshments for the update on the number of participants.
- Coordinate with the Communication and Activity Advocacy to update the data captured in the registration drives.

Committee on Logistics and Refreshments:

- Ensure the availability of stage and venue decor, tarpaulins, lights, sound system, and LED screen for the event.
- Check that the food is of good quality, adequate quantity, and available on time.
- Communicate with the concerned coordinator about the food menu and distribution.
- Manage procurement of venue, supplies, and services.



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- Coordinate with the Steering Committee on the update of the logistics and resources needed.

Committee on Finance and Budget

- Prepare proposals on the identified costs and expenses of the activity.
- Coordinate with the SDO Private School Focal Persons on the confirmed prospective participants.
- Transact with the Private School Heads/Administrators on the payment scheme of the participants.
- Ensure the judicious spending of the amount intended for the activity.
- Monitor the financial ins and outs of the entire activity.
- Responsible for the preparation of the financial report of the activity.
- Maintain and manage resources based on the agreed budget.
- Prepare documents and other requirements for liquidations adherent to the COA guidelines and standards.

Committee on Accommodation:

- Ensure that the venue is appealing, engaging, well-lit, and with average air temperature.
- Maintain cleanliness and orderliness in the venue.
- Attend to the well-being and administrative needs of officials, resource persons, and participants.
- Ensure a seating arrangement for officials, resource persons, working committee members, and participants is enough for everyone.
- Organize ingress and egress plans.
- Coordinate with the Committee on Safety and Security on the safety measures during the conduct of the activity especially issues and concerns about parking space.

Committee on Communication and Activity Advocacy:

- Prepare an Identification Card (ID) for all the members of the Technical Working Group (TWG) for proper identification.
- Generate buy-in and support for the Summit implementation through advocacy drives.
- Facilitate the process of the brand and image development of the Education Summit 2024.
- Design and distribute/post a visually appealing program invitation and video teaser/ads.
- Prepare tarpaulin to be used in the standee as part of the activity advocacy display during the implementation/conduct of the activity.
- Monitor and track responses of invited resource persons.
- Send reminders and other needed details to officials, resource persons, working committee members, and participants.
- Ensure the list of officials, resource persons, working committee members, and participants.



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- Coordinate with the Steering Committee on issuances and contents of the advocacy materials to be released.
- Coordinate with Committee members on registration for the interfacing roles/tasks.

Committee on Ushering:

- Greet officials, resource persons, and participants with a welcoming attitude.
- Guide the officials, resource persons, working committee members, and participants in their proper seats.
- Assist the officials, resource persons, and participants with queries and concerns about the venue, including evacuation measures if needed.
- Provide information as any of the participants ask for assistance.
- Manage the crowd of participants during the event.
- Coordinate with the Committee on Accommodation, Committee on Safety and Security, and Committee on Registration on the needed adjustment and the actual program/activity in progress.

Committee on Documentations and Narratives

- Document the event proceedings.
- Capture both highlighted videos and photos.
- Review and assist the masters of ceremonies with the flow of the program.
- Coordinate with the communications and activity advocacy committee for consistency of the terms used and internal branding set.
- Prepare Report for submission to the Quality Assurance Division (QAD) and Top Management.

Committee on Safety and Security

- Ensure the safety of the participants both inside of the venue and its nearest periphery/surroundings.
- Conduct a pre-security check of the venue before admitting the participants.
- Provide the participants with the location map of the event for a smooth admission of the participants.
- Study the emergency exit plan and coordinate closely with the venue provider (service provider).
- Arrange with the venue coordinator the parking space provision.

Committee on Evaluation (Before, During, & After)

- Create QAME Form, with an automatic generation of e-Certificate.
- Prepare treated and analyzed QAME report to be submitted to the Committee on Documentations and Narratives.
- QAME and e-Certificate
- Coordinate with the Committee on Communication and Activity Advocacy for proper presentation and imaging of the evaluation tool/mechanism.



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