

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

September 10, 2024

REGIONAL MEMORANDUM

ORD-2024-900

To : Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

**NATIONAL TEACHERS' DAY CELEBRATION
 REGIONAL TECHNICAL WORKING GROUP (RTWG)**

1. Relative to the National Teachers' Day Celebration on October 3, 2024 at the Smart Araneta Coliseum, below is the Regional Technical Working Group:

| Committee | Deliverables | Person Responsible |
|--------------------------------|---|---|
| Project Management Committee | Oversees the planning and execution of the program Manages the implementation of plans and approval of documents relative to the conduct of the program | Chairperson : SDS Rita E. Riddle Member : Education Support Services Division (ESSD) Personnel |
| Program Committee | Drafts and presents program proposal and DepEd Memo Identifies VIPs, guests and other education stakeholders Supervises the conduct of the program Schedules TWG meetings and follow-up actions with concerned committees Directs and supervise the flow of the program | Chairperson : SDS Sheryll T. Gayola Co-Chair : SDS Carleen S. Sedilla Member : Field Technical Assistance Division (FTAD) Personnel |
| Technical Production Committee | Provides technical requirements for onsite and virtual execution | |



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



| | | | |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ORD-F004 | Rev | 00 |
| Effectivity | 01.26.23 | Page | 1 of 9 |



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

| Committee | Deliverables | Person Responsible |
|-----------------------------------|---|--|
| | <p>of the program</p> <p>Handles the technical rehearsals and the actual conduct of event</p> <p>Provides visual and graphic materials for tarpaulins/ IDs/ shirts/ slide decks</p> <p>Provides photo and video coverage and production</p> <p>Same-Day Edit</p> <p>Performs other related task</p> | |
| Secretariat | <p>Prepares and Print Certificates of Appreciation/ Participation for the event</p> <p>Prepares list of committees with their contact information</p> <p>Prepares Memo to Regions concerned</p> <p>Provide administrative assistance to the program</p> | <p>Chairperson : SDS Cynthia L. Ayles</p> <p>Member : Curriculum and Learning Management Division (CLMD) Personnel</p> |
| Finance and Procurement Committee | <p>Facilitates the release and disbursement of the downloaded funds</p> <p>Assists in purchasing of materials and other related needs</p> <p>Prepares disbursement of prizes</p> <p>Prepares payment of suppliers</p> <p>Prepares liquidation and activity report</p> <p>Performs other related tasks</p> | <p>Chairperson : SDS Joel T. Torrecampo</p> <p>Co-Chair : SDS Loreta B. Torrecampo</p> <p>Member : Regional Office – Budget and Finance Division Personnel</p> |



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



| | | | |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ORD-F004 | Rev | 00 |
| Effectivity | 01.26.23 | Page | 2 of 9 |

Certificate No. PUP-QMS 2493 0101



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

| Committee | Deliverables | Person Responsible |
|--|--|--|
| Games, Raffle and Giveaways Committee | <p>Facilitates Games and Raffles mechanics</p> <p>Facilitates games and raffles in between the program</p> <p>Facilitates distribution of prizes and signing of winners</p> <p>Prepares raffle stubs</p> <p>Monitors and provides list of winners to be submitted to the Program Committee/ Accounting</p> <p>Performs other related tasks</p> | <p>Chairperson : SDS Loreta B. Torrecampo</p> <p>Co-Chair : SDS Joel T. Torrecampo</p> <p>Member : Office of the Regional Director (ORD) Personnel</p> |
| Letter, Invitation and Briefers, RSVP/Confirmation | <p>Prepares invitation letter to VIPs, Guest of Guest of Honor, Congressman, Governor, Mayor/s, Private and Government Partners, other stakeholders and inviting artists, performers and other special guests</p> <p>Prepares Minutes during meetings</p> <p>Confirmation of invited guests and stakeholders.</p> <p>Provides complete list of confirmed VVIPs and VIPS who will attend.</p> <p>Prepares Thank You letters to stakeholders</p> <p>Performs other related tasks</p> | <p>Chairperson : SDS Ma. Evalou Concepcion A. Agustin</p> <p>Member : Quality Assurance Division (QAD) Personnel</p> |
| Protocol, Ushering, and Guest Relations Committee | <p>Welcomes and ushers the participants/ guests to their assigned seats</p> | <p>Chairperson : SDS Cecille G. Carandang</p> <p>Members</p> |



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



| | | | |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ORD-F004 | Rev | 00 |
| Effectivity | 01.26.23 | Page | 3 of 9 |

Certificate No. PWP-QMS 2473 0193



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

| Committee | Deliverables | Person Responsible |
|---|---|---|
| | <p>Assists the VVIPS, VIPs, other special visitors and entertainers who will be present in the event</p> <p>Maintains order and safety rules during the program</p> <p>Coordinates with the Program Committee as to the schedule of the artists' performance</p> <p>Provide assistance to the raffle winners in claiming of prizes</p> <p>Distributes event IDs for the TWG</p> <p>Performs other related tasks</p> | <p>Member : Human Resources Development Division (HRDD) Personnel</p> |
| <p>Communications and Media Relations Committee</p> | <p>Prepares communication plan, press releases and latest teacher's issues, concerns and suggested talking points</p> <p>Promotes the event through social media accounts, TV, radio and print</p> <p>Facilitates press conference/s and interviews of NTM/ NTD spokesperson</p> <p>Invites national and local media</p> <p>Performs other related tasks</p> | <p>Chairperson : SDS Romela M. Cruz</p> <p>Member : Public Affairs Unit (PAU) Personnel</p> |
| <p>Logistics and Physical Set-Up Committee</p> | <p>Prepares physical set-up before, during and after the program</p> <p>Coordinates with Technical and Production Committee regarding the ingress and egress of materials</p> <p>Prepares holding rooms for VVIPS and VIPs, performers, press</p> | <p>Chairperson : SDS Noel D. Bagano</p> <p>Member : Administrative Service Division (ASD) Personnel</p> |



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



| | | | |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ORD-F004 | Rev | 00 |
| Effectivity | 01.26.23 | Page | 4 of 9 |

Certificate No. PFP-OMS 28.93.0193



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

| Committee | Deliverables | Person Responsible |
|---|---|---|
| <p>Transportation Committee</p> <p>Security and Traffic Committee</p> | <p>conference room and boodle fight venue</p> <p>Prepares logistical requirements: Tables, Chairs, Air coolers (Iwata), Generator Set (Standby), Portalets, Booths or tents rental</p> <p>Provides transportation for TWG, VIPs, special guests and entertainers (from the arrival to departure)</p> <p>Prepares Security and Traffic Plan – in coordination with Presidential Security Group and Local PNP:</p> <p>Deployment and Parking Plan</p> <p>Monitor the situation within the event premises</p> <p>Dispersal Unit</p> <p>Provides Security Patrol for VVIPs and VIPs to and from the airport</p> <p>Performs other related tasks</p> | |
| <p>Entertainment Show Committee</p> | <p>Provides guidance and support to performers and contestants</p> <p>Coordinate with the host region and SDO on the requirements of the performers</p> <p>Coordinate with Tech Team on the requirements of performers</p> <p>Performs other related tasks</p> | <p>Chairperson : SDS Nerissa L. Losaria</p> |
| <p>Registration Committee</p> | <p>Facilitates pre-registration and actual registration of participants</p> | <p>Chairperson : SDS Meliton P. Zurbano</p> |



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



| | | | |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ORD-F004 | Rev | 00 |
| Effectivity | 01.26.23 | Page | 5 of 9 |



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

| Committee | Deliverables | Person Responsible |
|--|---|--|
| | <p>Prepares the registration sheets and QR codes</p> <p>Facilitates printing of IDs of TWGs (Endorse to Ushers and Usherettes)</p> <p>Facilitates printing of Certificate of Appearance (Coordinates with the Region/SDO)</p> <p>Prepares complete list of participants</p> <p>Performs other related tasks</p> | |
| <p>Resource Mobilization and Exhibit Committee</p> | <p>Coordinates with the Logistics and Physical Set-up Committee for the booth provisions</p> <p>Coordinates with Resource Mobilization on the list of Private exhibitors</p> <p>Prepares lay-out of booths/ Exhibit Map</p> <p>Facilitates and assist partners for exhibits requirements</p> <p>Prepares list of exhibitors</p> <p>Invites GA and GOCCs which caters to teachers' welfare such as PRC, GSIS, DFA, Philhealth, Pag-ibig</p> <p>Allocates booth for Medical, Health and Wellness</p> <p>Provides provision of companies names per booth</p> <p>Performs other related tasks</p> | <p>Chairperson : SDS Alejandro G. Ibañez</p> |



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



| | | | |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ORD-F004 | Rev | 00 |
| Effectivity | 01.26.23 | Page | 6 of 9 |



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

| Committee | Deliverables | Person Responsible |
|---|--|---|
| <p>Food and Accommodation Committee</p> | <p>Distributes food provision for participants</p> <p>Assigns accommodation for all participants</p> <p>Provides assistance during check-in and check-out of guests and officials</p> <p>Facilitates engagement of caterers</p> <p>Provide a system of distribution of food items:</p> <ol style="list-style-type: none"> 1. During practice, set-up and on the event day 2. Working Committee – Technical, Security, Medical, Physical Set-up and others. 3. Per region on the event day. <p>VVIPs and VIPs/Guests' meal from the time of arrival to departure</p> <p>Prepares attendance per meal (with coordination with the Registration and Secretariat)</p> | <p>Chairperson : SDS Margarito B. Materum</p> |
| <p>Clean and Green Committee</p> | <p>Ensures the cleanliness of the venue before, during, and after the event</p> <p>Performs other related tasks</p> | |
| <p>Documentation and Evaluation Committee</p> | <p>Evaluation forms</p> <p>Distribution of evaluation forms (Coordinate with Ushering team)</p> <p>Consolidation/tabulation of evaluation forms</p> | <p>Chairperson : SDS Jenilyn Rose B. Corpuz</p> |



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



| | | | |
|-----------------------|-------------|-------------|--------|
| Doc. Ref. Code | RO-ORD-F004 | Rev | 00 |
| Effectivity | 01.26.23 | Page | 7 of 9 |

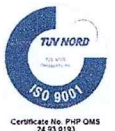


Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

| Committee | Deliverables | Person Responsible |
|--|--|---|
| | Submit final/post-activity report that includes pictures and videos (Coordinate with Technical and Audiovisual, Publication and Multimedia Committees) Performs other related tasks | |
| Medical, Health and Wellness Committee | Oversees all the health and wellness of participants Provides standby ambulances, paramedics, and fire trucks Coordinates with DOH, hospitals and/ or other medical institutions for medical outreach for teachers during the event such as dental and medical checkup, blood typing, blood sugar test, etc. Coordinates with partners who offers free massage, footspa, makeover, etc) Prepares First Aid Booth (Coordinate w/ Exhibit / Teachers' fair for the area) Performs other related tasks | Chairperson : OIC-Office of the Schools Division Superintendent Violeta M. Gonzales |
| Souvenir Program Committee | Facilitates management and distribution of souvenir programs | Chairperson : SDS Carleen S. Sedilla |



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph




| | | | |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ORD-F004 | Rev | 00 |
| Effectivity | 01.26.23 | Page | 8 of 9 |



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2. The RTWG shall perform their respective duties and functions as stipulated in the expected deliverables to ensure successful implementation. Likewise, expected to provide regular reporting on the progress of preparation, implementation and monitoring and evaluation.
3. For strict compliance.


JOCELYN DR. ANDAYA
Director IV

/essd/partnership-glc



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



| | | | |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ORD-F004 | Rev | 00 |
| Effectivity | 01.26.23 | Page | 9 of 9 |