



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



Advisory No. . 271 s. 2024
November 25, 2024

**PRAISE COMMITTEE MEETING WITH 2024 GAWAD PRIMERO
AWARDING CEREMONY TECHNICAL WORKING COMMITTEE**

1. This is in reference to the Regional Memorandum No. 1218 s. 2024 relative to the conduct of series of meetings for Regional Technical Working Committee for the 2024 Gawad Primero Awarding Ceremony.
2. Please be informed that the November 19, 2024 meeting will be moved on **November 26, 2024**, from 9:00 a.m to 2:00 p.m. at **DepEd NCR Conference Room**.
3. For immediate dissemination.

JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge of the Office of
Assistant Secretary for Operations



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

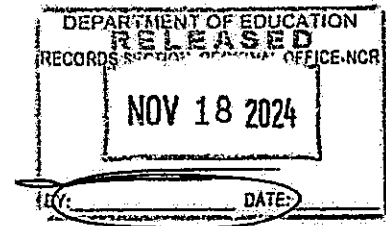
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13 November 2024

REGIONAL MEMORANDUM
 No. 1218, s. 2024


To: Schools Division Superintendents
Regional Office Functional Division Chiefs
All Others Concerned

**REGIONAL TECHNICAL WORKING COMMITTEE FOR THE 2024 GAWAD
 PRIMERO AWARDING CEREMONY**

1. Relative to the upcoming **2024 Gawad Primero Search** awarding ceremony on **December 06, 2024**, this Office informs the field of the above-captioned subject.
2. Enclosed to this Memorandum is the list of RTWC and their respective terms of reference.
3. A series of meetings shall be held in preparation for the event to ensure that the 2024 Gawad Primero Search awarding ceremony is a gender-responsive activity.

Date	Time	Venue
November 19, 2024	9:00 AM to 2:00 PM	DepEd NCR Conference Room
November 29, 2024	9:00 AM to 2:00 PM	HRDD CI Hub (4 th Floor, Usec. Varela Bldg.)

4. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through christian.espanol@deped.gov.ph.
5. For immediate dissemination.


JOCELYN DR ANDAYA
 Regional Director, NCR
 concurrent Officer-In-Charge, Office of the
 Assistant Secretary for Operations

cte/hrdd



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		<ul style="list-style-type: none"> • facilitates pre-registration and actual registration • Provide an actual number of attendees during the program to the PMT • facilitates printing of IDs of TWG • prepares a complete list of participants
Finance and Procurement	<p>Chairperson: Juliet J. Icamen</p> <p>Members:</p> <ul style="list-style-type: none"> • Finance Division • BAC • Procurement Unit • Cash Unit <p>HRDD Coor: Jerol De Lira</p>	<ul style="list-style-type: none"> • facilitates the release and disbursement of funds • assists in purchasing materials and other related needs • prepares disbursement and payment of suppliers
Letter, Invitation, RSVP Confirmation	<p>Chairperson: Roger R. Morillos</p> <p>Members</p> <ul style="list-style-type: none"> • FTAD <p>HRDD Coor: Nika A. Diaz</p>	<ul style="list-style-type: none"> • Prepares invitation letter to VIP, Guests • confirmation of invited guests • provides a complete list of confirmed VIPs and guests • Distributes letter and invitation
Protocol, Ushering, Guest Relations	<p>Chairperson: Micah G. Pacheco</p> <p>Members</p> <ul style="list-style-type: none"> • CLMD <p>HRDD Coor: Arren V. Aduan</p>	<ul style="list-style-type: none"> • welcomes and ushers the attendees/guests to their assigned seats • Assists the VIPs and guests, entertainers
Logistics and Physical Set-Up	<p>Chairperson: Lilia A. Ricero</p> <p>Members</p> <ul style="list-style-type: none"> • PPRD • Asset Management Unit • Engr. Epifanio Macaraeg, Jr. <p>HRDD Coor: Christian T. Espanol</p>	<ul style="list-style-type: none"> • Prepares physical set-up before, during, and after the program • Coordinates with Technical and Production Committee on the ingress and egress of materials • prepares holding room for the VIPs and Guests • coordinates logistical requirements with the hotel:



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		chairs, tables, AC, standby generator, toilets • provides design and technical specs for plaques, certificates, and other mementos
Transportation	Chairperson: Romel Villareal Members • GSU Drivers HRDD Coor: Rodolfo J. Colocar	• ensures reservations of vehicles • ensures RO personnel are safely transported from RO to the venue
Security and Safety; Emergency Response	Chairperson: Maria Carla Laarni Paranis Members • Perlito Manalad • Dr. Connie Gepanayao • DRRM, SHNU HRDD Coor: Myles Jamie S. Garcia	• Coordinates with hotel security staff; Barangay Chairman, local hospital • prepares list of emergency hotlines • ensures deployment and parking plan/designations • monitor the situation within the event premises • provides security protocol for VIPs and guests • coordinates standby ambulance, paramedics, fire trucks
Food and accommodation	Chairperson: Precious M. Villareal Members • Cynthia Paz • Denisse Dandan	• ensures proper distribution of meals to the attendees • provides assistance during the check-in and out of VIPs and guests
Clean and Green	Chairperson: Naynie L. Ducut Members • RPSU	• ensures cleanliness of the venue before, during, and after the event
Documentation and Evaluation	Chairperson: Louie C. Duterte Members • QAD HRDD Coor: Don Ray V. Salvador	• prepares evaluation forms • distribution of evaluation forms/link to be coordinated with protocols and ushers • consolidate/tabulation of evaluation forms • submit analyzed data and QAME report to the PRAISE Committee