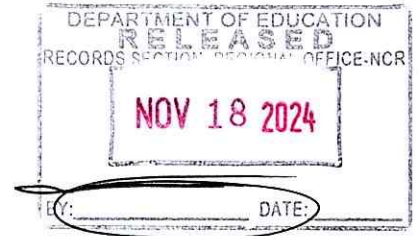




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



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 <sup>th</sup> Floor, Usec. Varela Bldg.)

4. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through [christian.espanol@deped.gov.ph](mailto: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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Enclosure No. 1

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

<b>Committees</b>	<b>In-Charge</b>	<b>Task</b>
Program Management	Overall Chairperson: ASEC Jocelyn DR Andaya  Vice-Chair: ARD Cristito A. Eco  Members: <ul style="list-style-type: none"> <li>• NCR PRAISE TWG</li> <li>• DepEd NCR PRAISE Committee</li> <li>• HRDD</li> </ul>	<ul style="list-style-type: none"> <li>• Oversees the planning and execution of the program</li> <li>• Manages the implementation of plans and approval of documents relative to the conduct of the program</li> <li>• identifies VIPs and guests</li> <li>• directs and supervises the actual conduct/flow of the Gawad Primero Awarding Ceremony</li> <li>• schedules TWG meetings and follow-up actions with concerned committees</li> </ul>
Ceremony Management (Program flow)	Chairperson: Atty. Joylyn P. Dulnuan  Members <ul style="list-style-type: none"> <li>• Rhea B. Eden</li> <li>• Personnel Section</li> </ul>	<ul style="list-style-type: none"> <li>• Assigns masters of ceremonies</li> <li>• checked scripts and program flow</li> <li>• ensure time management</li> </ul>
Technical and Production	Chairperson: Germa C. Constantino  Members: <ul style="list-style-type: none"> <li>• PAU</li> </ul> HRDD Coor: Richard D. Vidal	<ul style="list-style-type: none"> <li>• Provides technical requirements for onsite execution</li> <li>• Provides visual and graphic materials for IECs and slide decks</li> <li>• Selects appropriate music and sounds effects for the ceremony</li> <li>• Supervises the lights and sounds staff during the Gawad Primero awarding ceremony</li> </ul>
Secretariat & Registration	Chairperson: Hajji R. Palmero  Members: <ul style="list-style-type: none"> <li>• HRDD</li> <li>• NEAP Marikina</li> </ul> HRDD Coor: Leah Ailah C. Vicencio	<ul style="list-style-type: none"> <li>• Prepares and prints certificates of recognition; certificate of participation; certificate of appearance</li> <li>• Prepares a list of committees with their contact information</li> <li>• prepares Memo</li> <li>• provide administrative assistance to the program</li> </ul>





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



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		chairs, tables, AC, standby generator, toilets <ul style="list-style-type: none"> <li>provides design and technical specs for plaques, certificates, and other mementos</li> </ul>
Transportation	Chairperson: Romel Villareal Members <ul style="list-style-type: none"> <li>GSU Drivers</li> </ul> HRDD Coor: Rodolfo J. Colocar	<ul style="list-style-type: none"> <li>ensures reservations of vehicles</li> <li>ensures RO personnel are safely transported from RO to the venue</li> </ul>
Security and Safety; Emergency Response	Chairperson: Maria Carla Laarni Paranis Members <ul style="list-style-type: none"> <li>Perlito Manalad</li> <li>Dr. Connie Gepanayao</li> <li>DRRM, SHNU</li> </ul> HRDD Coor: Myles Jamie S. Garcia	<ul style="list-style-type: none"> <li>Coordinates with hotel security staff; Barangay Chairman, local hospital</li> <li>prepares list of emergency hotlines</li> <li>ensures deployment and parking plan/designations</li> <li>monitor the situation within the event premises</li> <li>provides security protocol for VIPs and guests</li> <li>coordinates standby ambulance, paramedics, fire trucks</li> </ul>
Food and accommodation	Chairperson: Precious M. Villareal Members <ul style="list-style-type: none"> <li>Cynthia Paz</li> <li>Denisse Dandan</li> </ul>	<ul style="list-style-type: none"> <li>ensures proper distribution of meals to the attendees</li> <li>provides assistance during the check-in and out of VIPs and guests</li> </ul>
Clean and Green	Chairperson: Naynie L. Ducut Members <ul style="list-style-type: none"> <li>RPSU</li> </ul>	<ul style="list-style-type: none"> <li>ensures cleanliness of the venue before, during, and after the event</li> </ul>
Documentation and Evaluation	Chairperson: Louie C. Duterte Members <ul style="list-style-type: none"> <li>QAD</li> </ul> HRDD Coor: Don Ray V. Salvador	<ul style="list-style-type: none"> <li>prepares evaluation forms</li> <li>distribution of evaluation forms/link to be coordinated with protocols and ushers</li> <li>consolidate/tabulation of evaluation forms</li> <li>submit analyzed data and QAME report to the PRAISE Committee</li> </ul>