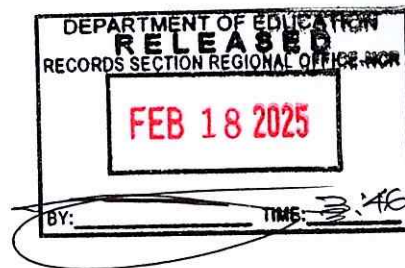




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



February 18, 2025

REGIONAL MEMORANDUM

No. 157, s. 2025

To: Schools Division Superintendents
All Others Concerned

ALAB: IGNITING PROGRESS – FIRST YEAR REPORT ON THE NCR FIVE PRIORITIES AND LAUNCH OF LEARNING RESOURCE (LR) PROGRAMS

1. The Department of Education – National Capital Region (DepEd NCR), in collaboration with the Schools Division Office of Parañaque City, will conduct the **ALAB: Igniting Progress – First Year Report on the NCR Five Priorities and Launch of Learning Resource (LR) Programs** on February 28, 2025, at 1:00 PM at the Manila Metropolitan Theater, Padre Burgos Ave. corner Arroceros St., Ermita, Manila.
2. This event aims to formally present DepEd NCR's significant milestones and achievements over the past year in advancing the region's educational landscape. It will also serve as a strategic platform to introduce new initiatives aligned with the **five key priorities** of the Region, further strengthening educational governance. Additionally, the event will mark the official **launch of the Regional Learning Resource (LR) Portal**, envisioned to enhance access to high-quality, relevant, and innovative learning materials for educators and learners across the region.
3. Meals and other expenses related to this event shall be charged against **downloaded LR funds**, subject to existing government accounting and auditing rules and regulations.
4. Kindly refer to the attached documents for your reference:
 - a. Allocation of Participants
 - b. Technical Working Committee and Terms of Reference
 - c. Indicative Program Matrix
5. Participants are instructed to confirm their attendance by accessing **this link:** <https://tinyurl.com/OneNCRStrongerTogether2> on or before **February 20, 2025**.



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





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6. For further information and any concerns, please contact **Hajji R. Palmero**, Chief Education Supervisor, HRDD-NEAP R through email hrdd.ncr@deped.gov.ph.
7. For your information and guidance.

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



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Enclosure 1: **Allocation of Participants**

PARTICIPANTS	NO. OF PARTICIPANTS
Guest and Officials	150
Regional Office	40
Ushers & Usherettes	20
SDO Caloocan City	35
SDO Manila	35
SDO Quezon City	35
SDO Pasay City	31
SDO Makati City	25
SDO Malabon City	31
SDO Navotas City	25
SDO Valenzuela City	31
SDO Muntinlupa City	31
SDO Taguig City and Pateros	31
SDO Parañaque City	31
SDO Las Piñas City	31
SDO Pasig City	31
SDO Mandaluyong City	31
SDO Marikina City	31
SDO San Juan City	25
TOTAL	700

Note: For SDO allocation, please be guided with the attendees *(SDS, ASDSs, CID and SGOD Chiefs, LR Supervisors, select Learning Area EPSs, PSDSs, School Heads, and Teachers)*



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Enclosure 2: **Technical Working Committee and Terms of Reference**

COMMITTEE / TASKS	TERMS OF REFERENCE	IN-CHARGE
Overall Committee	<ul style="list-style-type: none"> ▪ Oversee the general planning and execution of the event. ▪ Ensure coordination between committees. ▪ Final decision-making authority. 	Chairpersons: Nerissa L. Losaria SDS, SDO Parañaque Sheryll T. Gayola SDS, SDO Pasig Member: RO - HRDD
Stage Design & Venue	<ul style="list-style-type: none"> ▪ Plan, design, and execute stage arrangements, ensuring alignment with the event theme and objectives. ▪ Manage setup, and dismantling of stage decorations, props, and necessary audiovisual equipment. ▪ Supervise stage operations during the event, ensuring smooth transitions, proper lighting, and overall aesthetic consistency. 	Chairperson: Nerissa L. Losaria SDS, SDO Parañaque
Technical Production	<ul style="list-style-type: none"> ▪ Oversee sound, lighting, and visual presentations for a seamless event experience. ▪ Ensure all equipment functions properly and troubleshoot any technical issues during the event. ▪ Manage online broadcasting, video recording, and virtual platform setup for hybrid or online events. 	Chairperson: Nerissa L. Losaria SDS, SDO Parañaque
Floor Director	<ul style="list-style-type: none"> ▪ Oversee program execution, ensuring smooth transitions and adherence to the schedule. ▪ Communicate with sound, lighting, and stage teams for seamless program delivery. ▪ Guide presenters, guests, and performers on stage movements and cueing. 	Chairperson: Nerissa L. Losaria SDS, SDO Parañaque
Ushers & Usherettes	<ul style="list-style-type: none"> ▪ Greet invitees and VIPs with a friendly attitude. ▪ Direct invitees and VIPs with inquiries about facilities and 	Chairperson: Nerissa L. Losaria SDS, SDO Parañaque



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COMMITTEE / TASKS	TERMS OF REFERENCE	IN-CHARGE
	services, and during evacuation if needed. <ul style="list-style-type: none"> ▪ Manage crowds throughout the event. 	
Masters of Ceremonies & Voice Overs	<ul style="list-style-type: none"> ▪ Ensure smooth and engaging flow of the event through clear and dynamic hosting. ▪ Follow the prepared script, making necessary adjustments for seamless transitions and audience engagement. ▪ Work closely with organizers, technical teams, and speakers to maintain proper event pacing and timing. 	Chairpersons: Jenilyn Rose B. Corpuz SDS, SDO Calocan Member: Nerissa L. Losaria SDS, SDO Paranaque
Logistics <i>including signages</i>	<ul style="list-style-type: none"> ▪ Oversee allocation, and distribution of materials, equipment, and supplies for the event. ▪ Ensure the setup of the event venue, including seating, stage, and technical requirements. ▪ Manage transportation, accommodation, and on-site needs to support participants and organizers efficiently 	Chairperson: Noel D. Bagano OIC-SDS, SDO Valenzuela
Refreshments and Food Distribution Lunch Activity: Grand Ballroom	<ul style="list-style-type: none"> ▪ Coordinate and finalize meal plans, snacks, and beverages suitable for all participants. ▪ Ensure timely and organized serving of food and refreshments during the event. ▪ Liaise with caterers or food providers to maintain quality, quantity, and dietary considerations. 	Chairpersons: Romela M. Cruz SDS, SDO Mandaluyong Maria Evalou Concepcion A. Agustin SDS, SDO Makati Members: RO - Cash Section RO - Records Section
Budget and Purchase Requests	<ul style="list-style-type: none"> ▪ Prepare, allocate, and manage financial resources for all event-related expenses. ▪ Process and track procurement requests for materials, supplies, and services needed. ▪ Ensure proper documentation and accountability of all purchases within the approved budget. 	Chairperson: Sheryll T. Gayola SDS, SDO Pasig Members: RO - Legal Unit RO - Procurement Unit



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COMMITTEE / TASKS	TERMS OF REFERENCE	IN-CHARGE
Registration & Attendance	<ul style="list-style-type: none"> ▪ Facilitate registration, verify attendee details, and provide necessary event materials. ▪ Maintain accurate records of participants and ensure proper documentation. ▪ Assist attendees with registration concerns and provide event-related guidance. 	Chairperson: Cecille G. Carandang SDS, SDO Malabon Members: RO - PAU SDO - LR Supervisors
Safety and Security <i>including car pass</i>	<ul style="list-style-type: none"> ▪ Ensure the safety of participants, guests, and organizers throughout the event. ▪ Coordinate protocols for medical emergencies, fire safety, and evacuation procedures. ▪ Monitor entry points, control access, and maintain order within the venue. 	Chairperson: ARD Cristito A. Eco OIC-SDS, SDO Manila Member: Nerissa R. Lomeda OIC-ASDS, SDO Manila
Video and Photo Coverage, Documentation and Article/Caption	<ul style="list-style-type: none"> ▪ Capture high-quality images and videos of key event moments. ▪ Compile detailed records of activities, speakers, and highlights for official reports. ▪ Create engaging write-ups and captions for publications and social media including the same-day edit of the event. 	Chairperson: Jenilyn Rose B. Corpuz SDS, SDO Caloocan Member: RO - PAU
Accommodation and Guest Relations	<ul style="list-style-type: none"> ▪ Arrange transportation and necessary amenities for invited guests and speakers. ▪ Assist and coordinate with guests, ensuring comfort and smooth event participation. ▪ Provide information, escort guests, and address concerns during the event. 	Chairperson: Meliton P. Zurbano SDS, SDO Navotas Member: RO - ASD
Program Flow, Script and Slide Decks Preparation	<ul style="list-style-type: none"> ▪ Design and structure the event's sequence, ensuring smooth transitions and timing. ▪ Craft detailed scripts for hosts, moderators, and key speakers for seamless delivery. ▪ Develop visually engaging presentations aligned with the program's content and objectives. 	Chairperson: Alejandro G. Ibañez SDS, SDO Marikina Member: RO - HRDD
Letter, Program and Invitation	<ul style="list-style-type: none"> ▪ Design and finalize the event flow, ensuring smooth transitions between sessions. 	Chairpersons: Margarito B. Materum SDS, SDO San Juan



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COMMITTEE / TASKS	TERMS OF REFERENCE	IN-CHARGE
	<ul style="list-style-type: none"> ▪ Prepare, distribute, and track invitations for guests, speakers, and participants. ▪ Confirm attendance, provide event details, and accommodate special requests from invited guests. 	<p>Violeta M. Gonzales OIC-SDS, SDO Muntinlupa</p> <p>Member: RO - PPRD</p>
Tokens and Memorabilia	<ul style="list-style-type: none"> ▪ Source, design, and prepare tokens and memorabilia for event participants and guests. ▪ Ensure proper allocation and distribution of tokens during the event. ▪ Maintain records of purchased and distributed items for accountability and future reference. 	<p>Chairpersons: Joel T. Torrecampo SDS, SDO Pasay</p> <p>Loreta B. Torrecampo SDS, SDO Las Piñas</p>
Design Layout, Video Creation and Backdrop Design <i>including rollup banners and video materials</i>	<ul style="list-style-type: none"> ▪ Create a theme design template for the publication materials and presentations ▪ Consolidate and layout the materials from SDOs to the design template ▪ Ensure that the design is uniform throughout the publication materials and banners. 	<p>Chairperson: Cynthia L. Ayles SDS, SDO Taguig-Pateros</p> <p>Carleen M. Sedilla SDS, SDO Quezon City</p>
Performers	<ul style="list-style-type: none"> ▪ Identify and manage performers for the event's performances segments. ▪ Organize practice sessions and ensure performers follow the event timeline. ▪ Provide necessary equipment, costumes, food and beverages and support for a seamless performance. 	<p>Chairpersons: Nerissa L. Losaria SDS, SDO Paranaque</p> <p>Cecille G. Carandang SDS, SDO Malabon</p> <p>Carleen M. Sedilla SDS, SDO Quezon City</p>



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Enclosure 3: **Indicative Program Matrix**

	ACTIVITY	IN-CHARGE
Part 1 Lunch with VIPs (Grand Ballroom)		
11:30 - 12:30	Leadership Over Lunch: Connecting with DepEd NCR VIPs	Violin & Saxophone Performers <i>SDO Quezon City</i> Flamingo Dance <i>SDO Parañaque City</i>
Part 2 Come and See (Main Theater)		
1:00 - 1:05	National Anthem	Ramon Magsaysay Choral <i>SDO Manila</i>
1:05 - 1:10	Invocation	
1:10 - 1:20	Grand Production Number	Kulturang Kayumanggi <i>SDO Parañaque City</i>
1:20 - 1:30	Look Back	(AVP)
1:30 - 2:00	Presentation	Jocelyn DR Andaya <i>Regional Director, NCR</i> <i>concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations</i>
2:00 - 2:10	Intermission Number	Maligaya Children's Choir <i>SDO Quezon City</i>
Part 3 Presentation of SDO & RO Initiatives (Main Theater)		
2:10 - 2:30	Launch of New Initiatives/Programs	(AVP)
2:30 - 2:35	Launch of LR Portal (Highlights)	Dennis M. Mendoza <i>Education Program Supervisor, CLMD-LRMS</i>
2:35 - 2:55	Grand Production Number	Tanghalang Bagong Sibol <i>SDO Malabon City</i>
2:55 - 3:00	DepEd NCR 50th Anniversary Teaser	(AVP)

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