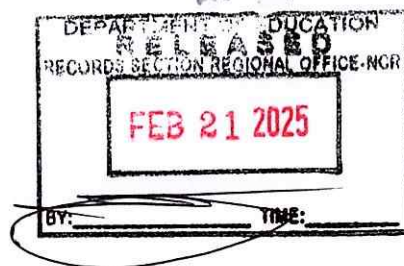




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



February 20, 2025

**REGIONAL MEMORANDUM**

No. 176, s. 2025

**To:** Schools Division Superintendents  
All Others Concerned

**FINAL COORDINATION MEETING OF TECHNICAL WORKING COMMITTEE ON THE CONDUCT OF ALAB: IGNITING ONE NCR – FIRST YEAR REPORT ON THE NCR FIVE PRIORITIES AND LAUNCH OF LEARNING RESOURCE (LR) PORTAL**

1. To ensure the successful conduct of **ALAB: Igniting One NCR – First Year Report on the NCR Five Priorities and Launch of Learning Resource (LR) Portal**, a final coordination meeting shall be conducted on **February 21, 2025, 9:00 AM** at **Usec. Francis Varela Hall**, DepEd NCR Regional Office, Quezon City.
2. This meeting is crucial to finalize all preparations for the main event scheduled on **February 28, 2025**. Specifically, the following key agenda items will be discussed:
  - a. Presentation and finalization of the execution plan for the event.
  - b. Check and review of all deliverables assigned to each committee.
  - c. Identification of potential challenges and formulation of immediate solutions to ensure seamless implementation.
3. The Chairpersons of each committee (*please refer to the attached List of Committees*) and the trainers of identified performers are required to attend this meeting. Their presence and active participation are essential in ensuring a well-coordinated and successful event.
4. For further information and any concerns, please contact **Hajji R. Palmero**, Chief Education Supervisor, HRDD-NEAP R through email [hrdd.ncr@deped.gov.ph](mailto:hrdd.ncr@deped.gov.ph).
5. Immediate dissemination and compliance with this memorandum is desired.

**JOCELYN DR ANDAYA**

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



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Website: **http://www.depedncr.com.ph**



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Republic of the Philippines  
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**Technical Working Committee**

COMMITTEE / TASKS	IN-CHARGE
<b>Overall Committee</b>	Chairpersons: <b>Nerissa L. Losaria</b> , SDS, SDO Parañaque <b>Sheryll T. Gayola</b> , SDS, SDO Pasig Member: <b>RO - HRDD</b>
<b>Stage Design &amp; Venue; Technical Production; Floor Director; Ushers &amp; Usherettes</b>	Chairperson: <b>Nerissa L. Losaria</b> , SDS, SDO Parañaque <b>Technical Team of SDO Parañaque</b>
<b>Masters of Ceremonies &amp; Voice Overs</b>	Chairpersons: <b>Jenilyn Rose B. Corpuz</b> , SDS, SDO Caloocan Member: <b>Nerissa L. Losaria</b> , SDS, SDO Paranaque
<b>Logistics</b> <i>including signages</i>	Chairperson: <b>Noel D. Bagano</b> , OIC-SDS, SDO Valenzuela
<b>Refreshments and Food Distribution</b>  Lunch Activity: <b>Grand Ballroom</b>	Chairpersons: <b>Romela M. Cruz</b> , SDS, SDO Mandaluyong <b>Maria Evalou Concepcion A. Agustin</b> SDS, SDO Makati Members: <b>RO - Cash Section &amp; RO - Records Section</b>
<b>Budget and Purchase Requests</b>	Chairperson: <b>Sheryll T. Gayola</b> , SDS, SDO Pasig Members: <b>RO - Legal Unit &amp; RO - Procurement Unit</b>
<b>Registration &amp; Attendance</b>	Chairperson: <b>Cecille G. Carandang</b> , SDS, SDO Malabon Members: <b>RO - PAU &amp; SDO - LR Supervisors</b>
<b>Safety and Security</b> <i>including car pass</i>	Chairperson: <b>ARD Cristito A. Eco</b> , OIC-SDS, SDO Manila Member: <b>Nerissa R. Lomeda</b> , OIC-ASDS, SDO Manila
<b>Video and Photo Coverage, Documentation and Article/Caption</b>	Chairperson: <b>Jenilyn Rose B. Corpuz</b> , SDS, SDO Caloocan Member: <b>RO - PAU</b>
<b>Accommodation and Guest Relations</b>	Chairperson: <b>Meliton P. Zurbano</b> , SDS, SDO Navotas Member: <b>RO - ASD</b>
<b>Program Flow, Script and Slide Decks Preparation</b>	Chairperson: <b>Alejandro G. Ibañez</b> , SDS, SDO Marikina Member: <b>RO - HRDD</b>



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COMMITTEE / TASKS	IN-CHARGE
<b>Letter, Program and Invitation</b>	Chairpersons: <b>Margarito B. Materum</b> , SDS, SDO San Juan <b>Violeta M. Gonzales</b> , OIC-SDS, SDO Muntinlupa Member: <b>RO - PPRD</b>
<b>Tokens and Memorabilia</b>	Chairpersons: <b>Joel T. Torrecampo</b> , SDS, SDO Pasay <b>Loreta B. Torrecampo</b> , SDS, SDO Las Piñas
<b>Design Layout, Video Creation and Backdrop Design</b> <i>including rollup banners and video materials</i>	Chairperson: <b>Cynthia L. Ayles</b> , SDS, SDO Taguig-Pateros <b>Carleen M. Sedilla</b> , SDS, SDO Quezon City <b>Design Team of SDO QC &amp; SDO TAPAT</b>
<b>Performers</b>	Chairpersons: <b>Nerissa L. Losaria</b> , SDS, SDO Parañaque <b>Cecille G. Carandang</b> , SDS, SDO Malabon <b>Carleen M. Sedilla</b> , SDS, SDO Quezon City <b>Nerissa R. Lomeda</b> , OIC-ASDS, SDO Manila <b>Trainers of Performers</b> from: SDO Parañaque, SDO Malabon, SDO Quezon City and SDO Manila