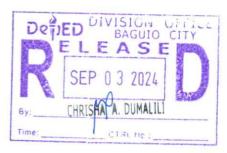


# Department of Education Cordillera Administrative Region

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



September 3, 2024

No. 4 7 9 - 2 0 2 4

## CONDUCT OF ONLINE REGISTRATION AND CONFIRMATION OF ATTENDANCE TO THE 2024 WORLD TEACHRS DAY CELEBRATION CUM TEACHERS' SUMMIT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public & Private Elementary and Secondary School Heads
Others Concerned

- 1. Relative to the upcoming celebration of the World Teachers' Day in October 2024, this Office directs all teachers and administrators in the public and private schools, to register via <a href="https://forms.office.com/r/aEs65jNytP">https://forms.office.com/r/aEs65jNytP</a>, on or before **September 20, 2024**.
- 2. School Heads are enjoined to inform their teachers to fully participate in the registration. By registering will imply their confirmation to attend in the summit.
- 3. The committee on registration shall be in charge of monitoring the online registration then submit to **CES Nino Tibangay** the consolidated list as Enclosure in a Division Memorandum.
- 4. For the complete list of the Technical Working Group (TWG), please refer to the attached enclosure.
- 5. The TWG are directed to perform respective tasks and prepare for updates in the upcoming schedule of meetings.
- 3. Details on the celebration will be informed in a subsequent Memorandum.
- 4. Immediate dissemination of and strict compliance with this Memorandum is required.

SORAYA T. FACULO PhD, CESO VI

OIC- Schools Division Superintendent

DepED





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#### TECHNICAL WORKING GROUP

Committee	Members	Tasks/Roles
Planning Committee	Chairperson:  SDS Soraya T. Faculo Members: ASDS Carmel F. Meris CES Nino M. Tibangay CES Juliet Sannad MS. Donna Digna Rosario MS. Annie Caguioa	1. Organizes the overall logistics of the summit, including scheduling, venue, and materials. 2. Coordinates with speakers, handles registration, and ensures that all aspects of the event run smoothly. 3. Oversee the conduct of the event.
Communication Committee:	Chairperson: Jovelyn T. Balantin  Members: Amil Flamiano Joanna Mae Villareal	<ol> <li>Manage communication before, during, and after the summit.</li> <li>Prepare communication to speakers and guests.</li> <li>Update attendees on important information through Memorandum or FB group chats.</li> <li>Deliver communication to guests and speakers</li> <li>Prepares certificates of Guests Speakers/presenters</li> </ol>
Program Committee	Chairperson: Asuncion C. Saguid  Members: Augie Simangan Arlani Buccat Nieves Ebanio Loida Mangangey Mary Jane Malihod	<ol> <li>Prepare the program paper and arrange sessions that align with the summit's objectives.</li> <li>Coordinate with schools in charge of the intermission numbers.</li> <li>Guide/assist the Master of Ceremonies.</li> <li>Assist in the giving of token and certificates to resource speakers/guests.</li> </ol>
Logistics Committee/Venue	Chairperson: Jerry C. Ymson  Members: Sidney Carino Santiago Bugtong Rey Gapasin Arlene Awing	<ol> <li>Manages the practical aspects of the event.</li> <li>Check the venue and physical arrangement/stage.</li> <li>Coordinate with the owner of the venue on preferred set up, decorations etc.</li> </ol>







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Registration/Attendance	Chairperson: Juliet D. Piok  Members: Ma. Lorena Galera Ma. Louella Moncada Jocelyn Coldeg Samuel Bab-anga Olivia Gomez	<ol> <li>Choose and set up online registration platforms or systems. Ensure its user-friendly and secure.</li> <li>Communicate registration details through emails, FB messenger.</li> <li>Monitor incoming registrations and confirm registrations.</li> <li>Address any questions or issues related to the registration process.</li> <li>Ensure completion of signatories of participants.</li> </ol>
Information Technology	Chairperson: Harris Dizon  Members: Sonny Paday-so Vincent Luis Mark Ronald Cabatic Representatives from SLU and UC.	<ol> <li>Prepare the equipment needed for the event, including AV systems, computers, projectors, and Wi-Fi.</li> <li>Setup and Configuration:         Install and configure all required technology.         Conduct thorough tests of all systems to ensure they function correctly and address any issues before the event begins.         Assist the speakers in their presentations.     </li> </ol>
Secretariat	Chairperson: Lilibeth Degsi  Members: Jordine C. Sacyaten Julie Abegail Loy Martillana Chris David Oliva	Document all meetings/proceedings relative to the conduct of the event
Ushers	Chairperson: Rosie Beel Marzo  Members: All PSDSs OSDS Section Heads 5 Representative from BCAPS	1. Help attendees find their assigned seats or direct them to available seating areas. 2. Assist guests with special seating requirements, such as those with disabilities or VIPs. 3. Manage the flow of attendees entering and exiting the venue.







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Meals Coordination/	Chairperson:	1. Oversee the setup of food
Distribution	Honeylette Engngeg	stations, buffets, or dining areas, ensuring everything is in place
	Members:	before the event starts.
	Natalie Binay-an	2. Monitor the quality and
	Berzon Billy	quantity of food and beverages,
	Jordan Gas-ib	ensuring they are served.
	Gerald Menzi	3. Manage the distribution of
	Representative from	meals and snacks to group in
	BCAPS	charge.
Token for performers	c/o: BCAPS	
and accommodation of		
keynote speaker		







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