



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



September 3, 2024

**DIVISION MEMORANDUM**

No. 479-2024

**CONDUCT OF ONLINE REGISTRATION AND CONFIRMATION OF ATTENDANCE TO  
THE 2024 WORLD TEACHERS 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 <https://forms.office.com/r/aEs65jNytP>, 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



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**TECHNICAL WORKING GROUP**

<b>Committee</b>	<b>Members</b>	<b>Tasks/Roles</b>
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	1. Manage communication before, during, and after the summit. 2. Prepare communication to speakers and guests. 3. Update attendees on important information through Memorandum or FB group chats. 4. Deliver communication to guests and speakers 5. Prepares certificates of Guests Speakers/presenters
Program Committee	Chairperson: Asuncion C. Saguid  Members: Augie Simangan Arlani Buccat Nieves Ebanio Loida Mangangey Mary Jane Malihod	1. Prepare the program paper and arrange sessions that align with the summit's objectives. 2. Coordinate with schools in charge of the intermission numbers. 3. Guide/assist the Master of Ceremonies. 4. Assist in the giving of token and certificates to resource speakers/guests.
Logistics Committee/Venue	Chairperson: Jerry C. Ymson  Members: Sidney Carino Santiago Bugtong Rey Gapasin Arlene Awing	1. Manages the practical aspects of the event. 2. Check the venue and physical arrangement/stage. 3. Coordinate with the owner of the venue on preferred set up, decorations etc.



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<p>Registration/Attendance</p>	<p>Chairperson: Juliet D. Piok</p> <p>Members: Ma. Lorena Galera Ma. Louella Moncada Jocelyn Coldeg Samuel Bab-anga Olivia Gomez</p>	<ol style="list-style-type: none"> <li>1. Choose and set up online registration platforms or systems. Ensure its user-friendly and secure.</li> <li>2. Communicate registration details through emails, FB messenger.</li> <li>3. Monitor incoming registrations and confirm registrations.</li> <li>4. Address any questions or issues related to the registration process.</li> <li>5. Ensure completion of signatories of participants.</li> </ol>
<p>Information Technology</p>	<p>Chairperson: Harris Dizon</p> <p>Members: Sonny Paday-so Vincent Luis Mark Ronald Cabatic Representatives from SLU and UC.</p>	<ol style="list-style-type: none"> <li>1. Prepare the equipment needed for the event, including AV systems, computers, projectors, and Wi-Fi.</li> <li>2. Setup and Configuration: Install and configure all required technology.</li> <li>3. Conduct thorough tests of all systems to ensure they function correctly and address any issues before the event begins.</li> <li>4. Assist the speakers in their presentations.</li> </ol>
<p>Secretariat</p>	<p>Chairperson: Lilibeth Degsi</p> <p>Members: Jordine C. Sacyaten Julie Abegail Loy Martillana Chris David Oliva</p>	<p>Document all meetings/proceedings relative to the conduct of the event</p>
<p>Ushers</p>	<p>Chairperson: Rosie Beel Marzo</p> <p>Members: All PSDSs OSDS Section Heads 5 Representative from BCAPS</p>	<ol style="list-style-type: none"> <li>1. Help attendees find their assigned seats or direct them to available seating areas.</li> <li>2. Assist guests with special seating requirements, such as those with disabilities or VIPs.</li> <li>3. Manage the flow of attendees entering and exiting the venue.</li> </ol>





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