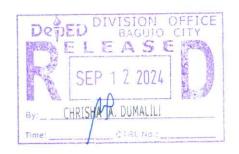


## Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OF BAGUIO CITY



September 12, 2024

DIVISION MEMORANDUM

#### NOTICE OF MEETING: TECHNICAL WORKING GROUP CITY WIDE WORLD TEACHERS' DAY CELEBRATION

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 members of the Technical Working Group (TWG) to attend the planning/meeting on **September 16, 2024, 9:00 AM, at the SDO Training Center**.
- Agenda are the following:
  - 1. Presentation of Terms of Reference (TOR) of the TWG.
  - 2. Finalization of the Program/Event Flow
  - 3. Registration of the Participants
  - 4. Presentation of pre-work of the assigned committee
  - 4. Other related concerns.
- Participants are the following members of the TWG.

Committee	Members	Tasks/Roles
Planning Committee	Chairperson:	1. Organizes the overall logistics
	SDS Soraya T. Faculo	of the summit, including
	Members:	scheduling, venue, and materials.
	ASDS Carmel F. Meris	2. Coordinates with speakers,
	CES Nino M. Tibangay	handles registration, and ensures
	CES Juliet Sannad	that all aspects of the event run
	MS. Donna Digna	smoothly.
	Rosario	3. Oversee the conduct of the
	MS. Annie Caguioa	event.
Communication	Chairperson:	1. Manage communication
Committee:	Jovelyn T. Balantin	before, during, and after the
100		summit.
	Members:	2. Prepare communication to
	Joanna Mae Villareal	speakers and guests.







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	Jimmy Santos	<ul> <li>3. Update attendees on important information through</li> <li>Memorandum or FB group chats.</li> <li>4. Deliver communication to guests and speakers</li> <li>5. Prepares certificates of Guests Speakers/presenters</li> </ul>
Program Committee	Chairperson: Asuncion C. Saguid  Members: Augie Simangan Arlani Buccat Nieves Ebanio Loida Mangangey Mary Jane Malihod Alejandro Pablico	<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 Physical Arrangement Gallery Display	Chairperson: Jerry C. Ymson  Members: Sidney Carino Santiago Bugtong Rey Gapasin NAPSHI Officers	<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>
Registration/Attendance Token Raffle Draw	Chairperson: Juliet D. Piok  Members: Ma. Lorena Galera Ma. Louella Moncada Jocelyn Coldeg Samuel Bab-anga Olivia Gomez Cliftone Bang seil Amil Flamiano	<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-os Vincent Luis	1. Prepare the equipment needed for the event, including AV systems, computers, projectors, and Wi-Fi. 2. Setup and Configuration: Install and configure all required technology.







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	Mark Ronald Cabatic Representatives from SLU and UC.	3. Conduct thorough tests of all systems to ensure they function correctly and address any issues before the event begins. 4. Assist the speakers in their presentations.
Secretariat	Chairperson: Lilibeth Degsi Members: Jordine C. Sacyaten	Document all meetings/proceedings relative to the conduct of the event
Ushers	Julie Abegail Loy Martillana Chris David Oliva Chairperson:	Help attendees find their
	Rosie Beel Marzo  Members: All PSDSs OSDS Section Heads 10 Representative from BCAPS	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.
Meals Coordination/ Distribution	Chairperson: Honeylette Engngeg  Members: Natalie Binay-an Berzon Billy Jordan Gas-ib Gerald Menzi Lily Mabalot Phoebe Navarrete Suppliers' Staff  10 Representative from BCAPS	<ol> <li>Oversee the setup of food stations, buffets, or dining areas, ensuring everything is in place before the event starts.</li> <li>Monitor the quality and quantity of food and beverages, ensuring they are served.</li> <li>Manage the distribution of meals and snacks to group in charge.</li> </ol>
Token for performers and accommodation of keynote speaker	c/o: BCAPS	
Welfare Officers/Photo booth	Chairperson: Dr. Arlene Awing Members; All personnel at the SHNU	







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Stage Decoration	Chairperson:	
	Virginia Alindayo	
	Members:	
	All EPSs	
	All Utility	
	Workers/Drivers	
	All Personnel Section	
Presiding Officer: EPS	S JERRY YMSON	
Minutes of meeting: S	Secretariat	

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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