



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



September 12, 2024

DIVISION MEMORANDUM

No. 504-2024

**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

- 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:
 - Presentation of Terms of Reference (TOR) of the TWG.
 - Finalization of the Program/Event Flow
 - Registration of the Participants
 - Presentation of pre-work of the assigned committee
 - Other related concerns.
- Participants are the following members of the TWG.

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: Joanna Mae Villareal	1. Manage communication before, during, and after the summit. 2. Prepare communication to speakers and guests.





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	Jimmy Santos	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 Alejandro Pablico	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 Physical Arrangement Gallery Display	Chairperson: Jerry C. Ymson Members: Sidney Carino Santiago Bugtong Rey Gapasin NAPSHI Officers	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.
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	1. Choose and set up online registration platforms or systems. Ensure its user-friendly and secure. 2. Communicate registration details through emails, FB messenger. 3. Monitor incoming registrations and confirm registrations. 4. Address any questions or issues related to the registration process. 5. Ensure completion of signatories of participants.
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 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 10 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.
Meals Coordination/ Distribution	Chairperson: Honeylette Engnggeg Members: Natalie Binay-an Berzon Billy Jordan Gas-ib Gerald Menzi Lily Mabalot Phoebe Navarrete Suppliers' Staff 10 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	
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 JERRY YMSON Minutes of meeting: Secretariat		

4. Immediate dissemination of and strict compliance with this Memorandum is required.


SORAYA T. FACULO PhD, CESO VI
OIC- Schools Division Superintendent 