Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RELEASED
RECORDS SECTION REGIONAL OFFICE-NCR
JUL 02 2025
BY: _____ TIME: _____

July 1, 2025

REGIONAL MEMORANDUM
No. 582, s. 2025

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

TECHNICAL WORKING COMMITTEES FOR THE 50TH FOUNDING ANNIVERSARY OF DEPED-NATIONAL CAPITAL REGION (DEPED-NCR) AND NATIONAL TEACHERS' DAY CELEBRATION

1. Relative to the preparation of the **50th Founding Anniversary Celebration** and the **National Teachers' Day Celebration**, the technical working committees are hereby constituted to oversee and ensure a seamless conduct of the above-captioned events.

2. In connection with this, please refer to the attached enclosure for the list of committees and their corresponding terms of reference.

3. For further inquiries or concerns, please contact **Hajji R. Palmero, Chief Education Supervisor, HRDD-NEAP R**, via email at **hrdd.ncr@deped.gov.ph.**

4. For your information and guidance.

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

Enclosure: Technical Working Committee and Terms of Reference

COMMITTEE	TERMS OF REFERENCE	CHAIRPERSON	MEMBERS
Overall Committee	▪ Responsible for recommending approval to the Regional Director.	OIC-ARD JOEL T. TORRECAMPO	ORD & OARD Staff
Program Management Committee	▪ Oversee the planning and conduct of the events. ▪ Ensure coordination between committees. ▪ Schedule TWG Meetings and follow-up actions with the concerned committee ▪ Review all documents for approval. ▪ Prepare Memorandum, list of committees with contact details, certificate of appearance/participation, travel authorities, minutes of the meeting, Purchase Requests, and calendar of activities based on the submitted plan of action, budgetary, communication, materials, logistics, production, etc., requirements of each committee ▪ Finalize the event matrix for approval	**NTDC:** Chairman: SDS Sheryll Gayola Co-Chair: SDS Carleen Sedilla **50th Anniv:** Chair: SDS Carleen Sedilla Co-Chair: SDS Sheryll Gayola	RO – Human Resource Development Division (HRDD)
Partnership, Sponsorship. & Raffle/Games Committee	▪ Prepare a list with names of the point person, contact numbers, email, and addresses of all partners and sponsors (government and private) to be given to the Program Invitation and Letters committee ▪ Prepare strategic plan (guidelines, schedule, list, inventory of the incoming & outgoing donations/sponsorships with specific quantity, receiving copies, list of personnel /volunteers who will pack giveaways, prizes. ▪ Plan games, raffles in between programs ▪ Facilitate recording, monitoring, distributing, and receiving of prizes ▪ Prepare raffle stubs	SDS Romela Cruz	RO- Education Support Service Division (ESSD)

COMMITTEE	TERMS OF REFERENCE	CHAIRPERSON	MEMBERS
	▪ Prepare a validated list of winners for the production team and accounting ▪ Prepare a comprehensive transparency report for partners and auditing		
Program Invitation and Letters Committee *(Invitation, Briefers, RSVP, Thank you & Confirmation)*	▪ Prepare all types of letters needed to invite, seek support (monetary, in kind, or message of support) to VIPs, Guests, Government Officials, Government and Private partners, Artists, and Sponsors. ▪ Coordinate with guests and stakeholders for confirmation of attendance. ▪ Prepare a list of confirmed guests	SDS Evalou Concepcion	RO – Quality Assurance Division (QAD) RO-ICT Unit and Records Section
Budget, Finance, and Procurement Committee	▪ Prepare, allocate, and manage financial resources for all event-related expenses. ▪ Process and track procurement requests for materials, supplies, and services needed. ▪ Ensure proper documentation and accountability of all purchases within the approved budget. ▪ Prepare the disbursement of prizes, payment of suppliers, and liquidation	SDS Loreta Torrecampo	RO- Budget and Finance Division RO-Procurement Unit RO-Legal Unit
Food Committee	▪ Coordinate and finalize meal plans, snacks, and beverages suitable for all participants. ▪ Ensure the timely and organized serving of food and refreshments during the event. ▪ Liaise with caterers or food providers to maintain quality, quantity, and dietary considerations. ▪ Prepare an attendance sheet to properly account for food distribution	SDS Cynthia Ayles	RO – Cash Unit
Logistics, transportation, and Physical Set-Up Committee	▪ Oversee the allocation and distribution of materials, equipment, and supplies for the event.	SDO Malabon	RO-General Services Unit (GSU) & Asset

COMMITTEE	TERMS OF REFERENCE	CHAIRPERSON	MEMBERS
	▪ Ensure the setup of the event venue, including seating, stage, signage, and technical requirements. ▪ Plan, design, and execute stage arrangements, ensuring alignment with the event theme and objectives. ▪ Manage the setup and dismantling of stage decorations, props, and necessary audiovisual equipment. ▪ Supervise stage operations during the event, ensuring smooth transitions, proper lighting, and overall aesthetic consistency. ▪ Manage transportation, accommodation, and on-site needs to support participants and organizers efficiently.		Management Section
Safety and Security Committee	▪ Ensure the safety of participants, guests, and organizers throughout the event. ▪ Coordinate protocols for medical emergencies, fire safety, and evacuation procedures. ▪ Monitor entry points, control access, and maintain order within the venue.	OIC SDS Melody Cruz	RO – School Health and Nutrition Unit (SHNU)
Registration & Attendance	▪ Facilitate registration, verify attendee details, and provide necessary event materials. ▪ Maintain accurate records of participants and ensure proper documentation. ▪ Assist attendees with registration concerns and provide event-related guidance.	SDS Meliton P. Zurbano	RO – Curriculum and Learning Management Division (CLMD)
Creatives and Production Committee			
Creative Team *Design Layout, Video Creation, Backdrop Design, Slide Decks, Souvenir Program, Video, Photo Coverage, Documentation,*	▪ Capture high-quality images and videos of key event moments. ▪ Compile detailed records of activities, speakers, and highlights for official reports. ▪ Create engaging write-ups and captions for publications and social media including the same-day edit of the event.	SDS Cecille Carandang	RO – Public Affairs Unit

COMMITTEE	TERMS OF REFERENCE	CHAIRPERSON	MEMBERS
Tokens, Memorabilia, and Article/ Caption	▪ Create a theme design template for the publication materials and presentations.		
	▪ Lead the preparation, conceptualization, writing, designing, editing on the preparation and publication of the COFFEE TABLE BOOK. ▪ Source, design, and prepare tokens and memorabilia for event participants and guests. ▪ Ensure proper allocation and distribution of tokens during the event. ▪ Maintain records of purchased and distributed items for accountability and future reference.	SDS Margarito B. Materum SDS Violeta M. Gonzales	RO – Administrative Services Division (ASD)
Program Flow and Scripts	▪ Design and structure the event's sequence, ensuring smooth transitions and timing. ▪ Craft detailed scripts for hosts, moderators, and key speakers for seamless delivery.	OIC-SDS Nerissa R. Lomeda	RO - Policy, Planning, & Research Division (PPRD)
Technical Production	▪ Oversee sound, lighting, and visual presentations for a seamless event experience. ▪ Ensure all equipment functions properly and troubleshoot any technical issues during the event. ▪ Manage online broadcasting, video recording, and virtual platform setup for hybrid or online events.	SDS Nerissa Losaria	RO - ICTU
Floor Director	▪ Oversee program execution, ensuring smooth transitions and adherence to the schedule. ▪ Communicate with sound, lighting, and stage teams for seamless program delivery. ▪ Guide presenters, guests, and performers on stage movements and cueing.	SDS Alejandro Ibanez	RO-HRDD-NEAP
Protocol Officers, Ushers & Usherettes	▪ Arrange transportation and necessary amenities for guests and speakers. ▪ Assist and coordinate with guests, ensuring comfort and smooth event participation.	SDS Noel Bagano	RO – Curriculum and Learning Management Division

COMMITTEE	TERMS OF REFERENCE	CHAIRPERSON	MEMBERS
	▪ Provide information, escort guests, and address concerns during the event. ▪ Greet invitees and VIPs with a friendly attitude. ▪ Direct invitees and VIPs with inquiries about facilities and services, and during evacuation, if needed. ▪ Manage crowds throughout the event.		
Performers	▪ Identify and manage performers for the event's performance segments. ▪ Organize practice sessions and ensure performers follow the event timeline. ▪ Provide necessary equipment, costumes, food, and beverages, and support for a seamless performance.	SDO Quezon City	RO – Field Technical Assistance (FTAD)