



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief - Curriculum Implementation Division
Chief - Schools Governance and Operations Division
Schools Division Research Committee (SDRC) Members
Public Elementary and Secondary School Heads
All others concerned

FROM: **ORLANDO E. MANUEL PhD, CESO V**
Schools Division Superintendent
11-2024-324 2

DATE: NOVEMBER 07, 2024

SUBJECT: **STAFF ORIENTATION WORKSHOP (SOW) FOR THE CONDUCT
OF THE 4th REGIONAL PLANNING CONFERENCE**



1. In preparation for the conduct of the **4th Regional Planning Conference slated on November 20-22, 2024**, the SDRC through the SGOD-Planning and Research Section informs the members of the working committees to participate in the **Staff Orientation Workshop (SOW) on November 11, 2024 at the SDO Conference Hall, Bayombong, Nueva Vizcaya from 9:30AM to 12:00 NN.**
2. The SOW activity aims to:
 - a. discuss the preparations for the conduct and co-hosting of the 4th RPC; and,
 - b. present the different working committees and their functions for the successful implementation of the activity.
3. Only the chair and co-chair are advised to attend the SOW List of participants and working committees are attached to this memorandum for reference.
4. Snacks and lunch will be served and will be charged against Division MOOE through the Division ExeCom activity subject to the usual accounting, auditing rules and regulations.
5. Information and immediate dissemination of this memorandum is desired.

Encl.: As stated

References:

DepEd Order 16, s. 2017. Research Management Guidelines



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
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WORKING COMMITTEES for the Co-Hosting of the 4th REGIONAL PLANNING CONFERENCE

Committee on Accommodation, Ways and Means, and Food		Functions
Chairperson	Marites E. Vidad Administrative Officer V	1. To manage the logistics on accommodation, food and tokens for the top management officials (RD, ARD, SDSs, ASDSs,) and external partners and evaluators. 2. To facilitate the transportation of the external partners; 3. To create a team to assist the committee on the expected tasks and deliverables.
Co-Chair	Romulo S. Ancheta PhD Chief-SGOD	
Members	Supply Office/OSDS-BALITA BAC Secretariat	
Committee on Registration and Attendance		
Chairperson	Marites E. Vidad Administrative Officer V OIC - Cashier	1. To serve as the registration and attendance secretariat during the RPC. 2. To receive the payment of the participants and to issue receipts and certificate of appearance.
Co-Chair	Rosula M. Balberan Administrative Officer II	
Members	Personnel in the Cashier's Office	
Committee on Programs, Letters and Invitations		
Chairperson	Rommel S. De Gracia PhD SEPS-Planning & Research	1. To prepare and layout the program of invitation. 2. To distribute the programs, communication/letters to people concerned.
Co-Chair	Marianne C. Eugenio PhD SEPS HRD	
Members	PAR and HRD Personnel	



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Committee on the Parallel Sessions/Contests Venues		
Chairperson	Imelda A. Moreno PSDS, Solano I District	1. To prepare the venue for the RPC - parallel sessions - billeting quarters for RTWG - plenary for Strat Plan 2. Co-host the readiness assessment
Co-Chair	Gemma N. Sta. Ines PIII, Solano East Central School	
Members	Solano East CS Teachers	
Committee on CERTIFICATES/CONFERENCE IDS/CONFERENCE KITS		
Chairperson	Gaye E. Castillo Supply Officer	1. To prepare the Purchase Requests and Canvass forms for the food, conference kits and other materials needed relative to the activity.
Co-Chair	Romeo Emmanuel Yarcia II Planning Officer III	
Members	Supply Office	
Committee on DOCUMENTATION and PUBLICATION		
Chairperson	Bernelita E. Guillermo PhD EPS - LRMD C	1. To document the activity and to assist the Regional Committee on Publication. 2. To issue daily activity of the RPC through the EDUCARES Newsletter, SDO Publication on Research. 3. To create pool of writers and documenters for the program.
Co-Chair	Chester Cortez Librarian II	
Members	RTWG Members Arnel F. Delim Jr Leonard Francis T. Jasmin PhD Jayson D. Velasco DIT Edgar V. Dela Rosa Jr PhD Den Mark C. Lorenzo	



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Committee on Program Venue/Hall Preparation, Stage Decoration and Restoration		
Chairperson	Cesarlo C. Mariano Edd PSDS, Solano II District	<ol style="list-style-type: none">1. To prepare the RPC program venue (plenary).2. Create team or manpower to decorate the plenary hall (stage, photo booth, signages, seating arrangement, tables for the VIP, etc)3. Create pool of team for the restoration.
Co-Chair	Trinidad B. Logan PhD Principal IV, Solano HS	
Members	Solano High School Teachers	
Committee on Billeting Quarters		
Chairperson	Cesarlo C. Mariano Edd PSDS, Solano II District	<ol style="list-style-type: none">1. To prepare complete and presentable beddings for the participants.2. To provide assistance to the participants in the billeting quarters.3. Coordinate with the BTC administrator and PSDS of Bagabag 1 and 2 for the beddings.
Co-Chair	Maggie Ronalyn Y. Bacani Edd PII, Solano South CS	
Members	Solano II District School Heads	
Committee on Sounds and Lightings		
Chairperson	Ezekel C. Garing Information Technology Officer I	<ol style="list-style-type: none">1. To assist the operators in the sounds and lightings system in the venue (plenary halls).
Co-Chair	Howard Francois V. Doles ITO Assistant	
Members	ICT Officers/TWGs	
Committee on Research and Development Projects Display (Booths to showcase development projects like research, investigatory projects, indigenized and localized instructional materials, etc...)		
Chairperson	Maricel S. Franco PhD, CESE	



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	CID Chief	1. To quality assure and to showcase the development projects (innovations, instructional materials, investigatory projects) and completed researches of the Division.
Co-Chair	Bermelita Guillermo PhD EPS -LRMDC	
Members	Learning Area Supervisors and Public Schools District Supervisors /DLCs	
Committee on Research Booth Display		
Chairperson	Cesarito C. Mariano Edd PSDS, Solano II District	1. To prepare the booth display for the 9 divisions -1 table per Division -1 small booth of same size per division -ornamental plants for the bazaar 2. Create manpower to assist in the preparation of the booths
Co-Chair	Belinda L. Dulay PI, Solano West ES	
Members	Solano II District School Heads	
Committee on Multimedia Presentations		
Chairperson	Ezekel C. Garing Information Technology Officer I	1. To give assistance to the participants in their presentations and be the ICT in-charge in the assigned room (parallel sessions). 2. To bring 1 laptop, 1 LCD and projection screen and extension cord (per coor.) 3. To assist operators in the AVP presentations during the plenary session. 4. To capture and issue daily AVP presentations of the said event.
Co-Chair	Howard Francois V. Doles ITO Assistant	
Members	ICT Coordinators (1 ICT Coordinator per parallel session/room)	

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Committee on Peace and Order, Traffic & Parking Management		
Chairperson	Orlando D. Vicente PhD EPS-TLE	1. To keep the security of the participants in the activity and the participants in the billeting quarters. 2. To manage the traffic flow during the activity. 3. To coordinate with BLGU/MLGU for the traffic management support.
Co-Chair	Roscoe N. Gacusanana EDD SEPS-SMAN Alvin G. Culanag PIV, KNAS	
Members	NVASSP Officers (Gentlemen)	
Committee Health and Sanitation		
Chairperson	Dr. Ryan Christopher Buccat Medical Officer III	1. To give medical assistance to participants in the activity and billeting quarters. (Nurses will be deployed and will have their rotating duties at the billeting quarters)
Co-Chair	Dra. Epifania Tumulian	
Members	School Health and Nutrition Section	
Committee In-Charge for the Tokens of the Participants		
Chairperson	Edward A. Santiago PSDS, Bambang II	1. To prepare tokens for the participants of the RPC and to be distributed on the 3 rd day (closing program). 2. To assign districts to each of the 9 Division for the tokens.
Co-Chair	Merlyn Abat PSDS, Bayombong I	
Members	PSDSs/DICs	
Committee on Communications for Guests (PLGU and MLGU Solano)		
Chairperson	Romulo S. Ancheta PhD SGOD Chief	1. To craft letters and communications to speakers, stakeholders, PLGU and MLGU.
Co-Chair	Marianne C. Eugenio PhD	



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Members	SEPS-HRD PAR ang HRD Personnel	
Committee on Ushers and Usherettes (Including Lei Preparation)		
Chairperson	Imelda A. Moreno PSDS, Solano I District	1. To assist the participants in the venue and to give leis on the participants.
Co-Chair	Lourdes T. Jasmin PII, Bangar ES, Concepcion ES	2. To prepare leis for the participants, RD, ARD, SDSs, ASDSs
Members	Solano I District School Heads	
Committee on Entertainment (Including the Socialization Night)		
Chairperson	Roger S. Sebastian PhD EPS – Filipino	1. To manage the program flow during the socialization night and the opening program
Co-Chair	Ronaldo James PIV, Santa Fe NHS	2. To identify presenters for intermission number during the said activity.
	Chester C. Cortez Librarian II	
Members	Koro Maestro	
Committee on Monitoring and Evaluation		
Chairperson	Noli Mar N. Navarro Edd SEPS - SMME	1. To conduct program evaluation of the RPC
Co-Chair	Jayson D. Velaso DIT HT III	2. To prepare and issue M&E report/results of the RPC.
Members	QUAME Associates	



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Committee on Promotional AVPs

Chairperson	Francis Leonard T. Jasmin PhD PI, Kaviduguen ES	1. To prepare SDO AVP promotional video, RMG Implementation 2. To present the AVPs during the program
Co-Chair	Francis Ramos, MT II Den Mark C. Lorenzo, TIII	
Members	RRTWG Members	
Stage Directors		
Chairperson	Melany M. Asuncion PhD EPS SGOD	
Co-chair	Mark Anthony I. Gano PhD Head Teacher I	1. To manage the program flow for the opening, socialization and closing.

PROGRAM MANAGEMENT TEAM

Orlando E. Manuel PhD, CESO V, Schools Division Superintendent – Adviser/Consultant
Adnis C. Ceperez Edd, CESE, Assistant Schools Division Superintendent – SDRS Chair/Consultant
Romulo S. Ancheta PhD, Chief, SGOD – Member
Maricel S. Franco PhD CESE, Chief CID – Member
Marites E. Vidad, Administrative Officer V, Member
Emerson B. Balot CPA, Accountant III, Member
Jeassel J. Alayo, Budget officer, Member
Rommel S. de Gracia PhD, SEPS Planning and Research–Program Focal
Romeo Emmanuel C. Yarcia, Planning Officer III – Program Focal