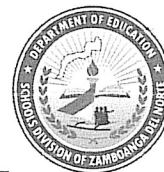




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



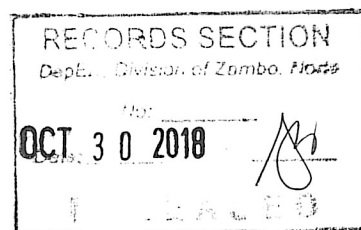
Memorandum

To : Technical Working Committees
2018 *Brigada Eskwela* National Awarding
This Division

From : The Office of the Schools Division Superintendent

Subject : **COMPOSITION OF THE TECHNICAL WORKING
COMMITTEES (TWCs) FOR THE 2018 *BRIGADA
ESKWELA* NATIONAL AWARDING**

Date : October 26, 2018



1. The office of the undersigned is very pleased to announce that the Schools Division of Zamboanga del Norte has been chosen by the DepEd Central Office to HOST the 2018 *Brigada Eskwela* National Awarding on November 23, 2018 at the Zamboanga del Norte Cultural and Sports Center, Dipolog City.
2. In view of this, this office hereby designates the following division personnel as chair and co-chair to the different Technical Working Committees (TWCs) and performs necessary tasks and functions to ensure the successful conduct of the awarding, to wit:

Committees	Terms of Reference (TOR)	Chair/Vice-Chair
A. Logistics & Transportation	Coordinates with the Registration Committee and secures the list and time/date of arrival of all participants. Makes sure transportation is ready. Picks-up participants from the different entry points.	EPS Ervie Acaylar/ EPS Danilo Labisig
B. Registration	Collects names of all participants from the CO focal. Determines strategic venue for registration. Registration shall be done one (1) day before the event.	EPS Juliet Velasco
C. Billeting	Coordinates with the Logistics Committee on the arrival of the participants. Ensures accommodation of all participants. Checks all billeting stations/hotels and ensures all participants are given accommodation. Assigns at least two (2) committee members per	SEPS Robert Poculan III/ EPS II Nicollette Tangon

	hotel to give assistance to arriving participants.	
D. Food	Coordinates with the CO focal. Ensures food safety and timely preparation/distribution of food.	CES Joy L. Singson/ SEPS Leonido Pampilo PDOs Joseph Pantoja, Laisa Malacat & Ethyl Salut
E. Stage Design & Sound System	Coordinates with the Program Committee for the stage concept and design. Ensures safety of the stage and does not tolerate sound system glitches. Assists in the rehearsal.	SEPS Jessie Elacan/ Engr. Dave Patigayon
F. Program	Coordinates with the CO focal. Creates a program design and activities for the event. In-charge of the overall <i>Brigada Eskwela</i> awarding.	CES Lilia Abello/ EPS Evelyn Labad
G. Finance, Certificates & Plaques	Follows-up with the CO focal on the downloading of funds. Prepares (propose design to CO)) certificates and plaques for the awardees.	Mr. Arvie Ompoy (finance) EPS Arcelita Zamoras (certificates/plaques)
H. Security	Coordinates with the CO focal. Secures list of all emergency contact numbers. Prepares security plan. Ensures proper delegation of tasks and area of assignment.	EPS Ismael Yusoph/ EPS Mickrel Duller/ EPS Antonio Liao
I. Medical	Sets up first aid booths at the venue. Ensures that a medical team is organized and ambulance must be readily available in the area. Ready at all times	Dr. Cheryl Ocupe (and the whole medical team)
J. Publication	Coordinates with the CO focal. Overall in-charge of the press release and documentation. Facilitates the press conference on November 23, 2018, 5PM.	EPS Fe Jebone
K. Correspondence	Coordinates with the CO focal. Prepares communication and invites for all local guests.	EPS Anita Subebe/ PDO Eunice Janolino
L. ExeCom	Coordinates with the CO focal. Gives assistance to the DepEd Executive Committee members – get confirmation of attendance; date of arrival and departure; number of staff; transportation and billeting.	ASDS Filma Catalan and ASDS Virgilio Batan Jr.
M. Guest Relations	Coordinates with the CO focal. Assists one committee member per region. Walks the guests from the registration to the assigned seats. Ensures proper sitting arrangement of the participants. Assists the participants and stays at the both sides of the stage to ensure orderliness of the ceremony during the awarding proper. Assists in the	ASDS Filma Catalan

	rehearsal one (1) day before the event. Joins the rehearsal on the 22 nd of November, 2PM.	
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3. All committee chairpersons are expected to submit complete names of committee members, committee plans and proposals to this office on or before October 30, 2018.
4. For inquiries, clarifications and concerns, please refer them to the Office of Assistant Superintendent Filma B. Catalan.
5. For strict compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
 Schools Division Superintendent

