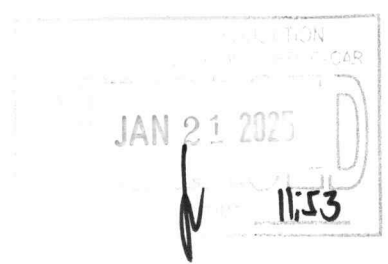




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



20 January 2025

**REGIONAL MEMORANDUM**  
No. 038.2025

**UPDATES ON THE 2025 DEPED-CAR EDTECH CONGRESS**

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

- Relative to RM 915, s. 2024, regarding the conduct of the *2025 DepEd-CAR EdTech Congress*, this Office announces the following updates on the said activity:
  - Terms of Reference with additional members of the Technical Working Group (*Enclosure 1*)
  - Indicative Program Matrix (*Enclosure 2*)
- Travel expenses of participants shall be reimbursed from the RO MOOE Funds, subject to existing COA auditing, rules and regulations.
- Participants identified by SDOs (14 pax per SDO) are requested to confirm their attendance through the link: <https://tinyurl.com/2025edtechcongress> **before January 24, 2025.**
- All other provisions of RM 915, s. 2024 shall remain in effect.
- For inquiries or clarifications, please contact Ms. Jennifer P. Ande, Chief Education Supervisor, CLMD at [car.clmd@deped.gov.ph](mailto:car.clmd@deped.gov.ph) or through landline number (074) 4222-7096.
- Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV / Regional Director 


HRDD/RCA - 2025 EdTech Congress  
01/20/2025



Address: DepEd-CAR Complex, Wangai, La Trinidad, Benguet, 2601

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 DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PNP QMS  
24 83 0192

Enclosure 1 to RM No. 038.2025

**ED TECH CONGRESS 2025 Technical Working Committee**

CHAIR	CO-CHAIR	MEMBERS	TASK/S	REMARKS
<b>OVERALL CHAIR/ CONSULTANT</b>	<b>ESTELA P. LEON-CARIÑO EDD, CESO III</b> Director IV/ Regional Director <b>RONALD B. CASTILLO</b> Assistant Regional Director		Approves pre and post activity documents; Leads in the overall conduct of the activity	
<b>PLANNING &amp; COORDINATION</b>	JENNIFER P. ANDE ROSITA AGNASI	NOVER KEITHLEY MENTE JUMAR B. YAGO-AN	Ensures coherency of all committees; Prepares pre & post activity requirements;	
<b>EVENT MANAGEMENT</b>	ETHIELYN E. TAQUED	DEXTER B. ANDRES	Welcome and guide participants, panelists, and guests to designated areas; Assist with on-site needs such as directions and seating arrangements.	List of assigned ushers/usherettes with roles and responsibilities; Smooth flow of participant movement during the event.
<b>1. USHERETTES</b>		JUMAR B. YAGO-AN	Serve as protocol officer for Asec.	
<b>2. ATTENDANCE, REGISTRATION AND CERTIFICATES</b>	MAKSIM A. BOTILAS	IDE LIWANEN	Manage on-site registration and attendance tracking. Prepare and distribute certificates of participation, appearance, presenters, panelists.	Certificates for all participants, panelists, and presenters.
<b>3. PUBLICITY AND DOCUMENTATION</b>	CYRILLE GAYE B. MIRANDA BOTILAS	JAYMARIL PACITO	Promote the Congress through social media, posters, and press releases; Facilitates photo/ video coverage and documentation; Livestreaming of the opening program.	Event publicity materials; AVP summarizing event highlights. Documentation of event through photos, videos, and a post-event AVP.
<b>4. ICT TECH SUPPORT TEAM</b>	JUMAR B. YAGO-AN	GLENN PAPA	Provides ICT technical support for all committees; Ensures availability of internet/network for the activities; Ensures usability of LED wall and sound system	Fully operational ICT equipment; On-call tech support during the event. Prepares backdrop of the event
<b>5. FACILITATORS</b>	LAUREN B. LIKIGAN	IDE LIWANEN	Host and moderate the Congress sessions; Engage with participants, speakers, and panelists to maintain energy and focus.	Facilitate all sessions

LOGISTICS	CHAIR	CO-CHAIR	MEMBERS	TASK/S	REMARKS
<p><b>1. LIST OF PARTICIPANTS' CONFIRMATION, AND INVITATION</b></p> <p><b>2. BILLETING AND ROOMING</b></p>	<p>NOVER KEITHLEY MENTE</p> <p>ELVERNICE S. FANGED</p>	<p>LAUREEN LIKIGAN</p> <p>WARLY E. KINDIAWAN</p>	<p>ELIZABETH A. CALBAYAN</p> <p>Florence Balictan</p>	<p>Coordinates with the SDO for the list of participants; Confirm attendance and arrival of participants; Maintain an updated participant list. Prepares, distributes and confirms guest invitation and coordinates with CO.</p> <p>Assign and coordinate accommodations for participants, speakers, and guests; Ensure clear communication of room assignments.</p>	<p>Finalized list of participants. Confirmation status.</p> <p>Finalized rooming list; Billeting/ hotel/ venue guidelines/ announcements</p>
<p><b>3. FOOD AND MEDICAL TEAM</b></p>	<p>DR. RAYMOND DAMOSLOG</p>	<p>DIANE JOAQUIN</p>	<p>MARGIE GARDINGAN</p>	<p>Arrange menu/ catering for meals and snacks during the Congress; Coordinate dietary requirements for attendees.</p> <p>Provide first aid and medical support during the Congress; Ensure compliance with health and safety protocols.</p>	<p>Meal schedules and menus; Food distribution plan/ Number of serving stations Medical station with supplies and personnel; Health incident report (if applicable).</p>
<p><b>4. VENUE, MATERIALS AND HONORARIUM</b></p>	<p><b>STAGE SETUP:</b> SASHA JOSEPH L. DAGANOS</p> <p><b>PROCUREMENT, MATERIAL DISTRIBUTION AND HONORARIUM:</b> VANDOLPH FLORA</p>	<p>IDE LIWANEN</p> <p>RANDOLPH FLYN DACULOG</p> <p>MARITES CALICA</p>	<p>ESSD Engineers (Day 0) WINNIE JOY N. JOSE</p> <p>Asset management Section, Procurement Unit, Cash Section (Day 0</p>	<p>Ensures conduciveness and aesthetics of the hall and table setting. Theme of stage and placement of LED Wall. Prepares and sets name plates for guests/ CO officials.</p> <p>Ensures availability/ procurement of materials and lease of venue as needed for the activities; Distributes materials to the participants; Prepares and seeks signature for acknowledgment receipt and honorarium.</p>	<p>Conducive congress venue Name plates</p> <p>Venue, Materials, Honorarium</p> <p>Contract, SOA, Acknowledgement Receipt, Payroll</p>

<b>CHAIR</b>	<b>CO-CHAIR</b>	<b>MEMBERS</b>	<b>TASK/S</b>	<b>REMARKS</b>
<b>5. TRAVEL REIMBURSEMENT</b>	CRISTINA L. PAQUIT	Finance personnel	Manage the reimbursement of travel expenses for participants and other financial requirements of the Congress. Ensure proper documentation and compliance with DepEd finance policies.	Timely reimbursement of participants' travel expenses
<b>SECRETARIAT</b> <b>1. SLIDES OF PRESENTERS</b> <b>2. JUDGING SHEETS</b>	NOVER KEITHLEY MENTE	WINNIE N. JOSE JEREMY KERMIT PADILLA	Collect, review, and organize presentation slides from all presenters; Ensure slides are compatible with AV equipment.	Finalize slide deck for each presenter; Backup copies of all presentations.
<b>3. PROGRAM PAPER</b>	LAUREEN B. LIKIGAN	ELIZABETH A. CALBAYAN JEFFERSON VILLENA	Criteria and judging sheets for competitions or evaluations; Coordinate with judges for their specific requirements.	Print judging sheets; Clear judging guidelines.
<b>4. AVP FOR THE HYTEQ THROUGH THE YEARS</b>	ELIZABETH A. CALBAYAN	MARVIN JOHN C. FLORES JEREMY KERMIT PADILLA	Draft and finalize the Congress program; Ensure inclusion of all activities, sessions, and speakers. Prepare an Audio-Visual Presentation (AVP) showcasing the milestones and achievements of HYTEQ. Highlight key moments, innovations, and impacts of the program.	Print and electronic copies of the program. Distribute program paper during the event. High-quality AVP ready for presentation during the Congress.

**Indicative Program Matrix**

<b>DAY 1 JANUARY 30, 2025</b>		
<b>7:30 - 8:00</b>	<b>Registration</b>	
<b>8:01 - 8:15</b>	<b>PRELIMINARIES</b> I. Philippine National Anthem II. Opening Prayer III. Cordillera Hymn	<b>AVP</b>
<b>8:16 - 8:30</b>	<b>IV. Acknowledgement of Participants</b>	<b>JENNIFER P. ANDE CES - CLMD</b>
<b>8:31 - 8:40</b>	<b>V. Statement of Purpose</b>	<b>ROSITA C. AGNASI OIC-CES - HRDD/NEAP R</b>
<b>8:41 - 8:55</b>	<b>VI. Welcome Remarks</b>	<b>RONALD B. CASTILLO, CESO V Asst. Regional Director</b>

<b>8:56 - 9:10</b>	<b>VIII. Project HyTEQ through The Years</b>	<b>AVP</b>
<b>9:11 - 9:26</b>	<b>IX. Introduction of the Guest Speaker</b>	<b>ESTELA P. LEON-CARIÑO EdD, CESO III Regional Director</b>
<b>9:21 - 9:35</b>	<b>XI. MESSAGE</b>	<b>ASEC. MARCELINO VELOSO III Asst. Secretary for Information and Communication</b>

<b>9:36 - 10:00</b>	<b>XII. HEALTH BREAK</b>	
<b>10:01 - 10:20</b>	<b>XIII. PRESENTATION MECHANICS FOR EDTECH INNOVATION AND INTRODUCTION OF PANEL JUDGES</b>	<b>NOVER KEITHLEY S. MENTE EPS - CLMD</b>
<b>10:21 - 12:00</b>	<b>XV. EDTECH INNOVATION PRESENTATION</b>	
<b>12:00 - 1:00</b>	<b>XVI. LUNCH BREAK</b>	
<b>1:00 - 4:00</b>	<b>XVII. CONTINUATION OF THE PRESENTATION XVIII. INPUTS FROM THE PANEL OF JUDGES</b>	

<b>DAY 2 January 31, 2025</b>		
<b>8:00 AM</b>	<b>MOL</b>	
<b>8:30 AM - 12:00 PM</b>	<b>PRESENTATION MECHANICS FOR EDTECH PROJECT</b>	
<b>12:00 PM</b>	<b>LUNCH BREAK</b>	
<b>1:00 PM - 3:00 PM</b>	<b>PRESENTATION MECHANICS FOR EDTECH PROJECT</b>	
<b>3:00 PM</b>	<b>HEALTH BREAK</b>	
<b>3:30 - 4:00 PM</b>	<b>AWARDING OF WINNERS</b>	
<b>4:01 - 4:20 PM</b>	<b>EXPRESSION OF GRATITUDE AND MESSAGE</b>	<b>ESTELA P. LEON-CARIÑO EDD CESO III REGIONAL DIRECTOR</b>
<b>MASTERS OF CEREMONIES MS. LAUREEN B. LIKIGAN MR. IDE A. LIWANEN</b>		