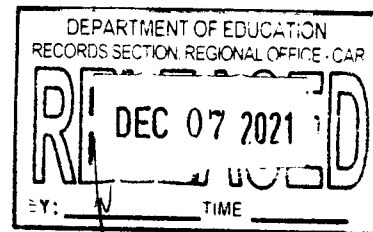




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
Wangal, La Trinidad, Benguet



December 3, 2021

**REGIONAL MEMORANDUM**  
NO. 592-2021

**ADDENDUM AND CORRIGENDUM TO THE RM 572 S. 2021  
(CONDUCT OF EDUCATION WEEK CELEBRATION CUM  
INTER-AGENCY MOA SIGNING)**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned  
All Divisions

1. In line with the conduct of the Education Week Celebration cum Inter-Agency Partnership Signing on December 7-10, 2021, additional participants shall be included aside from the list identified in the RM 572, s. 2021 as attached in Enclosure 1.
2. Furthermore, the List of Committees and Technical Working Group is revised to ensure detailed assignment of task.
3. Attached are the following documents for guidance and reference:  
Enclosure 1: Updated List of Onsite Participants  
Enclosure 2: Revised List of Committees and Technical Working Group
4. Wide dissemination and compliance with this memorandum is enjoined.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/Regional Director

CLMD/RCA/jca



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*Enclosure 1. Updated List of Onsite Participants*

**Updated List of Onsite Participants**

**DAY 1**  
**December 7, 2021**

<b>Part I &amp; II: Mass and Launching Program</b>	<b>No.</b>
Regional Director	1
Asst. Regional Director	1
Chief Education Supervisor-Functional Divisions	9
Members of Technical Working Committee	69
Heads of Partner Agencies with Drivers	32
CAR-LGU Officials with Drivers	18
Speaker with Driver	2
Media Personnel	10
SDSs and ASDSs Officials with Driver	24
CHED Performers and Coach/Instructor	15
KCP Colors and Instructor	10
BSU Host	1
Priest with Asst/Driver AM snack and Lunch only)	3
<b>Total Participants</b>	<b>195</b>

<b>Part III: Media and Stakeholders Convocation</b>	<b>No.</b>
Regional Director	1
Asst. Regional Director	1
Chief Education Supervisor-Functional Divisions	9
Media and ICT Committee	10
Restoration Committee	10
Booth and Display Committee	5
Secretariat and Registration Committee	8
Ushers and Usherettes	10
Food and Accommodation Committee	10
Sounds and Lights	3
Logistics Committee	3
Heads of Partner Agencies and Drivers	20
Media Personnel	11
<b>Total Participants</b>	<b>101</b>





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**DAY 3**  
**December 10, 2021**

<b>Culminating Program</b>	<b>No.</b>
Regional Director	1
Asst. Regional Director	1
Chief Education Supervisor-Functional Divisions	9
Members of Technical Working Committee	69
Baguio SDO Officials with Driver	8
Benguet SDO Officials with Driver	8
Speaker with Asst. and Driver	3
CHED and TESDA Officials with Drivers	6
Media Personnel	5
CHED Performers	8
<b>Total Participants</b>	<b>118</b>



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*Enclosure 2: Revised List of Committees and Technical Working Group*

**Revised List of Committees and Technical Working Group**  
 December 7-10, 2021

COMMITTEE	FUNCTIONS
<b>Executive Committee:</b> Consultant: Estela L. Cariño EdD, CESO III Regional Director Florante E. Vergara OIC-ARD Chairperson: Rosita C. Agnasi Vice Chairs: Aida L. Payang Jennifer P. Ande Ethielyn E. Taqued Edgar H. Madlaing Maksim A. Botilas Sasha Joseph L. Daganos Edgardo T. Also Atty. Sebastian G. Tayaban	Leads in the Over-all Management of the activities Approves guidelines, AR, PR and Memorandum of the activity
<b>Program, Invitation and Certificates:</b> Chairperson: Aida L. Payang Vice-Chair: Atty. Vanessa Flora Members: Jonalyn C. Ambrona Patricio T. Dawaton Nover Keithley S. Mente	Drafts MOA, letters of invitation to guests and other personalities involved in the event. Prepares program layout and finalizes program papers. Email/send invitation letters and program papers to guest Ensures readiness/completeness of attendance sheets for onsite participants Prepare and issue certificate of appearance for field office participants/guests
<b>Photo/Video, ICT Tech, Publicity, Media Releases, and Documentation:</b> Chairperson: Jumar B. Yago-an Vice-Chair : Georaloy I. Palao-ay Members: Cyrille Gaye B. Miranda Kaye Shaira B. Dizon Vandolph B. Flora Raffy Calawa Glen P. Papa Charline Balahyas Elvira Cudli Jeremy Kermit Padilla	Ensure the smooth utilization of ICT in the conduct of the activity Take charge of the ICT resources Prepare AVPs In-charge of photo and video coverage for and during the event Ensure availability of internet connectivity for livestreaming
<b>Logistics:</b> Chairperson: Atty. Sebastian Tayaban Vice-Chair: Cristina Paquit Member: Daisy Eswat Alice Bodong	Ensure the availability of fund and materials needed in the conduct of the activity





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<p><b>Stage and Hall Preparation and Decoration:</b>  Chairperson: Sasha Joseph L. Daganos  Co-Chairs: Jonalyn Ambrona  Members: Emmanuela M. Gabol  Margie M. Gardingan  Charline T. Balahyas  Anthony B. Bagano  Edwin E. Balingawan  Andrew M. Bacbac  Oliver C. Balageo  Alexeeve T. Bugnay  All CLMD personnel</p>	<p>Oversee the physical arrangement of the venue, backdrops, stage decorations and the equipment to be used during the activity  Design Tarpaulins/Backdrops  Ensure cleanliness of the venue before, during and after the event.  Layout the venue, identify entrance and exit areas; identify participants that will occupy the halls/venue considering the capacity:  Open Court:  SNC Hall:  NEAP Hall:  Others who will join thru live streaming.</p>
<p><b>Sounds and Lights:</b>  Chairperson: Engr. Christopher Hadsan  Vice-Chair: Marty Deion T. Estacio  Members: Jeremy Kermit Padilla  Warly Kindiawan  Darcy Poloc  Randolph Flynn Daculog</p>	<p>Ensure the provision of and sound equipment during the event.  Ensure the quality of sound/audio presentations  Take charge of sound system, extension wires and microphones</p>
<p><b>Food and Accommodation:</b>  Chairperson: Jennifer P. Ande  Vice-Chair: Laureen B. Likigan  Members: Dexter B. Andres  Thelma Dalay-on  Cynthia Harada  Jefferson A. Villena  Nover Keithley Mente  Junario Gacusana  Agosto C. Bacod  Denia Tarnate  Jeanie Claire Piggangay</p>	<p>Oversee and manage the preparation and serving of quality food during the event. Prepare venue for snacks and meals for guests and participants.  Ensures the on-time provision of food (pack snacks and lunch except for VIPs and guests)</p>
<p><b>Awards and Token of Visitors:</b>  Chairperson: Maksim Botilas  Vice Chair: Georgina Ducayso  Members: Jonalyn Ambrona  Asterio Madalla  Leonardo Aquino  Romulo B. Basa</p>	<p>In-charge of customized certificates/acrylic plaque of recognition for the Guests and visitors  Facilitate procurement of token  Assist in the awarding of certificates/plaques</p>
<p><b>Ushers/Usherettes:</b>  Focal: Ethielyn Taqued  Lead Person: Denia Tarnate  Members: Corazon Iso  Florence Balictan  Margie Gardingan  Alfredo Lanas  Annie Rose Cayasen  Marjory Valdez  Patricio Dawaton  May Claire Jimenez  Dalton Teliao</p>	<p>Usher and welcome guests during the event  Award lei and token to guests  Assist and attend to the needs of guests/VIPs</p>





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<b>Teachers' Vlog:</b> Chairperson: Georaloy I. Palao-ay Co-chair: Denia Tarnate Members: Corazon Iso Bryan Hidalgo Benjamin Dio-al Shaira Kaye Dizon	Ensure that Teachers' Vlog will be conducted successfully as planned
<b>Learners' Skills Showcase:</b> Chairperson: Jonalyn C. Ambrona Co-chair: Jeanie Claire Piggangay Members: Asterio Madalla Patricio Dawaton Thelma Dalay-on	Ensure that learners' virtual skills showcase will be conducted successfully as planned
<b>Education Students' Congress:</b> Chairperson: Jennifer P. Ande Vice-Chair: Nover Keithley S. Mente Members: Dexter B. Andres Laureen B. Likigan Jefferson A. Villena	Ensure that the students' congress will be conducted successfully as planned
<b>Sanitation and Health Protocol:</b> Chairperson: Dr. Angeline F. Calatan Vice-Chair: Dr. Manuel A. Dangawen Members: Diane B. Joaquin Evangeline P. Malag Sharmaine B. Gawidan	Perform triage for visitors during the event. Ensure the observance and compliance with health protocols. Ensure sufficient supply of alcohol, masks, and first aid kits and equipment. Ensure availability of an isolation area Maintain trash bins areas.
<b>Parking, Peace and Order:</b> Chairperson: Edgardo Iso Vice Chair : Bryan Hidalgo Members: Anthony B. Bagano Edwin E. Balingawan Andrew M. Bacbac Oliver C. Balageo Alexeeve T. Bugnay Security Guards: Jeramel P. Tamo-oy Kenelyn H. Baguinbin James P. Guerrero Ponciano L. Bas-ilan Barry D. Cadap Edson E. Antonio	Ensure order of arrival, parking and exit of vehicles from the RO and NEAP-CAR grounds during the event.
<b>Secretariat and Registration:</b> Chairperson: Denia Tarnate Members: Elizabeth Calbayan Fely Badival Charline Balahyas Janet Payang Edralyn Ganga Gladys Baldo Angela Fidel	Prepare attendance and distribution list. Let participants and guests sign in the attendance and distribution list.





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<b>Booth and Display:</b> Chairperson: Jonalyn Ambrona Co-Chair: Leonardo Aquino Romulo Basa Clemente Bandao Annie Rose Cayasen	Ensure smooth planning, coordination and preparation of booth and display
<b>Mass:</b> Chairperson: Sasha Joseph Daganos Co-Chairperson: Margie Gardingan Members: Leonardo Aquino Purita De Los Santos	Invite priest and guitarist Prepare readings and songs Coordinate with the different functional divisions for the mass offerings Assign readers & in-charge for the offertory
<b>Restoration Committee:</b> Chairperson: Edgar Madlaing Co-Chair: Benjamin Dio-al Members: Agosto Bacod Jefferson Villena Junario Gacusana Cleto Simon Oliver Balag-eo Edwin Balingawan Rogel Estigoy Anthony B. Bagano Alexeeve T. Bugnay	Take charge of disassembly and return of materials, tables and chairs used in the stage decoration
<b>Monitoring and Evaluation Committee:</b> Chairperson: Maksim Botilas Members: Leonardo Aquino Annie Rose Cayasen Clemente Bandao, Jr Romulo Basa	Take charge of the monitoring and evaluation of the activity Make report on the result of the evaluation
<b>Masters of Ceremonies:</b> Patricio Dawaton (Launching) Nover Keithley S. Mente (Culminating)	Facilitate smooth flow of the program

