



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 2, 2020

**OFFICE MEMORANDUM**

No. **073**, s. 2020

To: Director III  
Regional Office Division Chiefs  
All Others Concerned

**REGIONAL EVENT COMMITTEES FOR THE 2<sup>nd</sup> SUPERINTENDENTS'  
ACCOMPLISHMENTS AND SUCCESS-TELLING REPORT IN EDUCATION (SASTRE)**

1. In line with the conduct of the 2<sup>nd</sup> Superintendents' Accomplishments and Success-Telling Report in Education slated on March 11, 2020, this Office assigns the following committees to facilitate management of the event:

	<b>Persons-In-Charge</b>	<b>Terms of References</b>
Event Vice-Chairperson	Arnulfo M. Balane CESO V Director III	<ul style="list-style-type: none"><li>Oversee the entire event and planning process.</li></ul>
Program and Production	Chairperson: Dr. Harvie D. Villamor  Members: Dr. Dandy Acuin Jasmin F. Calzita Mark Lito B. Gallano	<ul style="list-style-type: none"><li>Prepare the event program content, invitations, and advocacy materials.</li><li>Prepare the flow of event including the order of performances and presentations.</li><li>Coordinate with other committees, performers, and presenters to ensure orchestrated flow of activities.</li></ul>
Reception	Chairperson: Dr. Rita R. Dimakiling  Member: Rachel Cuevas	<ul style="list-style-type: none"><li>Prepare the leis for guests, RD, ARD, and Superintendents.</li><li>Assist guests and participants and guide them to their respective seat assignments.</li></ul>



		<ul style="list-style-type: none"> <li>• Confirm arrival of guests.</li> <li>• Facilitate guests' travel itinerary.</li> <li>• Prepare guests' tokens and plaque of appreciation.</li> <li>• Arrange photo opportunities with guests.</li> <li>• Ensure appropriate security and transport of guests.</li> </ul>
Accommodation, venue preparation, and stage set-up	<p>Chairperson: Dr. Alejandrito L. Yman</p> <p>Member: Geraldine Mangaliman</p>	<ul style="list-style-type: none"> <li>• Prepare the following: <ul style="list-style-type: none"> <li>✓ Stage set-up</li> <li>✓ Food area set-up</li> <li>✓ Lighting</li> <li>✓ Event seat plan</li> </ul> </li> <li>• Consider room capabilities and limitations.</li> <li>• Communicate with the technical facility staff.</li> </ul>
Media Relations	<p>Chairperson: Jasmin F. Calzita</p> <p>Member: Floramay Q. Bacus Nerio Clenton Areglado</p>	<ul style="list-style-type: none"> <li>• Manage the press conference.</li> <li>• Conduct media briefing before the actual press conference.</li> <li>• Prepare press kits for media personnel.</li> </ul>
Technical facility	<p>Chairperson: Jim Albert A. Lagado</p> <p>Member: Mikko S. Duero</p>	<ul style="list-style-type: none"> <li>• Organize presentation files and ensure that they are in sync with the program.</li> <li>• Assist technical operators to ensure smooth flow of presentations.</li> </ul>
Registration and attendance	<p>Chairperson: Dr. Isidro Catubig</p> <p>Member: Marites Villamor</p>	<ul style="list-style-type: none"> <li>• Prepare registration and attendance sheet.</li> <li>• Facilitate registration of participants.</li> <li>• Provide a completely filled out copies of registration form and attendance sheets to the event organizers.</li> </ul>

Masters of Ceremonies	Floramay Q. Bacus Nerio Clenton Areglado	<ul style="list-style-type: none"><li>• Act as hosts during the event.</li><li>• Ensure smooth flow of activities.</li><li>• Prepare script for the event.</li></ul>
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2. Relative thereto, a meeting shall be conducted on March 9, 2020, 9:00am at the Office of the Regional Director Convergence Zone.

3. Immediate dissemination of and strict compliance with this memorandum are desired.



**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

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