

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

November 29, 2022

REGIONAL MEMORANDUM

No.

1356

, s. 2022

CONVERGENCE OF DEPED REGIONAL OFFICE VIII PERSONNEL

To:

Schools Division Superintendents

All Others Concerned

- The Department of Education (DepEd) Regional Office No. VIII shall conduct the Convergence of DepEd Regional Office VIII Personnel dubbed as REDP: Roadmap to Sustaining Quality Education on December 14, 2022 at 3:00 P.M. to 5:00 P.M. at the RELC-NEAP, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
- The participants to this activity are the Regional Director, Assistant Regional Director, 2. Functional Division Chiefs, Unit Heads, Education Program Supervisors and all other employees.
- The highlight of the aforementioned activity is the presentation of the 2023-2028 Regional Education Development Plan (REDP).
- 4 For further information and details, refer to the following annexes:
 - a. Annex 1 Activity Matrix
 - b. Annex 2 Technical Working Group and Terms of Reference
- Expenses for snack and other related expenditures shall be charged to RO Funds, subject to the usual government accounting and auditing rules and regulations.
- Immediate dissemination of and compliance with this Memorandum are desired. 6.

EVELYN R. FETALVERO, CESO IV

Regional Director

Enclosures:

Activity Matrix

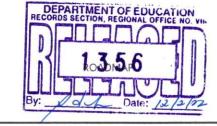
Technical Working Group and Terms of Reference

To be indicated in the Perpetual Index under the following subjects:

CONVERGENCE

EDUCATION

CLMD-HDV/mca





DepEd RO8 ATA-F22 (CY2018-v03-r00)

Page 1 of 4



ANNEX 1-Activity Matrix

CONVERGENCE OF DEPED REGION OFFICE VIII PERSONNEL

NEAP – RELC, DepEd Complex, Gov't Center, Candahug, Palo, Leyte December 14, 2022

Time	Activity	Venue	Persons Involved
3:00PM-3:30PM	Opening Program * Lupang Hinirang * Prayer * Quality Policy Statement * DepEd RO8 Hymn * Welcome Remarks * Presentation of Participants * Message	DepEd RO8 Covered Court	CLMD
3:30-5:00PM	Presentation of REDP	DepEd RO8 Covered Court	PPRD



ANNEX 2- Technical Working Group and Terms of Reference

TECHNICAL WORKING GROUP and TERMS OF REFERENCE

	Persons-In-Charge	Terms of Reference	
Event Chairperson	Dr. Evelyn R. Fetalvero, CESO IV Regional Director	Oversee the entire event and planning	
Event Vice-	Dr. Bebiano I. Sentillas, CESO V		
Chairperson	Asst. Regional Director	process.	
Program, Registration and Attendance	Chairperson: Dr. Harvie D. Villamor Chief, CLMD V-Chairperson: Dr. Nova P. Jorge Members: Dr. Gertrudes C. Mabutin Dr. Dandy G. Acuin Dr. Ryan R. Tiu Mr. Joy B. Bihag Mr. Alfredo P. Café Dr. Amenia C. Aspa Mrs. Sarah S. CAbaluna Mr. Dean Ric M. Endriano Dr. Ernani S. Fernandez, Jr. Mrs. Hydelyn Cinco Mr. Romeo A. Alvarado Mrs. Marlene C. Arinto	 Prepare the event program. Prepare the Regional Memorandum Prepare registration and attendance sheet. Facilitate the registration and attendance of the participants. Ensure that registration and attendance sheets are completely filled out. Coordinate with other committees, performers/presenters to ensure flow of the activities 	
REDP Presentation	Chairperson: Dr. Rita D. Makiling Chief, PPRD V-Chairperson: Dr. Teodorico Peliño Members: All PPRD Personnel and staff	Prepare the venue for the presentation and the materials to be used during the activity Coordinate with the Technical Facility Staff	
Raffle Draw and Prizes	Chairperson: Dr. Alejandrito L. Yman Chief, Admin V-Chairperson: Mrs. Elizabeth Caboboy Members: All Admin, ORD, & OARD Staff and Personnel	 Prepare the prizes Prepare for the materials needed for the Raffle Draw. Ensure the smooth proceedings of the Raffle Draw activity. Announce the winners of the Raffle Draw. 	
Stage Set-up	Chairperson: Mrs. Mercedes Sarmiento Chief, FTAD V-Chairperson: Dr. Geraldine Mangaliman Members: Dr. Reynaldo Nayre Mrs. Anne Lyn Lim	 Prepare the Stage Set-up Prepare lights and sounds system Consider venue capabilities and limitations Coordinate with the Technical facility staff Prepare the procurement for the the Stage Set-up 	
Food Preparation	Chairperson: Mrs. Alma Suyom Chief, FD V-Chairperson: Gladys Fabillo Members: All FD Personnel and Staff	 Prepare the procurement for the catering services. Ensure that the total number of pax shall be accommodated during snack time. 	
Accommodation and Health Protocol	Chairperson: Dr. Alejandra B. Lagumbay Chief, HRDD V-Chairperson: Atty. Maureen Charisse A. Maltos Members: All HRDD Personnel and Staff	 Prepare the venue Ensure that health protocol will be strictly observed 	

Technical Facility	Chairperson: Mr. Jim Albert A. Lagado V-Chairperson: Mr. Mikko S. Suero	 Organize presentation files and ensure that they are in sync with the program. Assist technical operators to ensure smooth flow of presentations.
Documentation	Chairperson: Mrs. Jasmin F. Calzita V-Chairperson: Ms. Flora May Q. Bacus Member: Mr. Gerald Christopher Villegas Ms. Queenilyn Yu	 Capture photographs during the whole duration of the event. Keep a record of the things that were successful about an event and the things that did go as well.
Master of Ceremony	Mr. Ariem Cinco	 Serve as host during the entire event. Prepare script for the event. Ensure a smooth flow of the activities.