



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

November 21, 2024

**REGIONAL MEMORANDUM**

No. **1493** s. 2024

**UPDATES ON THE 32<sup>ND</sup> NATIONAL CHILDREN'S MONTH CELEBRATION**

To: Schools Division Superintendents  
All Others Concerned

1. Relative to Regional Memorandum No. 1356, s. 2024 dated October 25, 2024, which is entitled **32<sup>nd</sup> National Children's Month Celebration Culminating Activity and Learner Rights and Protection Specialization Course**, this Region provides the following amendments and clarifications, as well as reiterations, for guidance and proper implementation:

- a. The co-host of the Region in the conduct of the activity is the Tacloban City Division.
- b. The regional participants to the NCM Culminating Activity are identified in Annex A, as follows:

	<b>Designation</b>	<b>Pax</b>
DepEd RO VIII Top Management (37)	Regional Director	<b>1</b>
	Assistant Regional Director	<b>1</b>
	FD Chiefs	<b>8</b>
	SDSs	<b>27</b>
	ASDSs	
	Schools Governance Operations Division (SGOD) Chiefs	
	Curriculum Implementation Division (CID) Chiefs	
Regional and Division Technical Working Group (56)	Learner Rights and Protection Focal Persons	<b>15</b>
	DepEd Regional Office VIII Personnel	<b>13</b>
	DepEd SDO Tacloban Personnel	<b>28</b>
	DepEd SDO Calbayog Personnel	<b>2</b>
Learners (104)	RFSSLG	<b>13</b>
	RFSELG	<b>13</b>
	Tacloban City Learners	<b>50</b>
	Learner Performers	<b>28</b>
Chaperone (26)	Chaperone for each Learner Leader (preferably School Heads)	<b>26</b>
Regional Guidance	Registered Guidance Counselors	<b>9</b>



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Telephone No.: (053) 832-5738  
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Personnel (15)	Guidance Counselors Plantilla	<b>6</b>
DepEd SDO Tacloban (20)	School Heads	<b>20</b>
DepEd SDO Leyte (10)	School Heads	<b>10</b>
<b>TOTAL REGIONAL PARTICIPANTS</b>		<b>270</b>

- c. The terms of references on roles of the Regional Technical Working Group are outlined in Annex B.
- d. The participants to the NCM Culminating Activity shall be wearing the polo shirts, which shall be distributed by the ESSD, Regional Office before the event to the the Division Learner Rights and Protection Focal Persons, who are requested to travel a day in advance to ensure seamless distribution to their division participants.
- e. The board and lodging, gas utilization, travel and other incidental expenses of the Protocol Officers, Drivers, and other participants not identified in the NCM Culminating Activity shall be charged against their respective MOOE/Local Fund/ESF subject to the usual government accounting and auditing procedures.
- f. The regional participants to the LRP Specialization Course are as follows:

		<b>Designation</b>				<b>Pax</b>	
Regional Office (9)		Regional Director				<b>1</b>	
		Assistant Regional Director				<b>1</b>	
		ESSD Chief				<b>1</b>	
		Regional LRP Focal Person				<b>1</b>	
		RLRP Alternate Focal Person				<b>1</b>	
		Technical Working Group Member (ESSD)				<b>4</b>	
Learners (30)		DFSSLG Presidents and Vice-Presidents				<b>26</b>	
		SDOs Leyte, Northern Samar, Samar, and So. Leyte DFSSLG Secretaries				<b>4</b>	
Regional Guidance Personnel (15)		Registered Guidance Counselors				<b>9</b>	
		Guidance Counselors Plantilla				<b>6</b>	
Schools Division Office (52)							
SDO	LRP Focal Person	LRP Alternate Focal Person/School Head	# of Pax	SDO	LRP Focal Person	LRP Alternate Focal Person/School Head	# of Pax
Baybay	1	2	<b>3</b>	Maasin City	1	2	<b>3</b>
Biliran	1	2	<b>3</b>	Northern Samar	1	5	<b>6</b>
Borongan	1	2	<b>3</b>	Ormoc City	1	2	<b>3</b>
Calbayog	1	2	<b>3</b>	Samar	1	5	<b>6</b>
Catbalogan	1	2	<b>3</b>	Southern Leyte	1	3	<b>4</b>
Eastern Samar	1	4	<b>5</b>	Tacloban City	1	2	<b>3</b>
Leyte	1	6	<b>7</b>	<b>TOTAL</b>	<b>13</b>	<b>39</b>	<b>52</b>
<b>TOTAL REGIONAL PARTICIPANTS</b>						<b>106</b>	
Chaperone (13)		Chaperone for the Learner Leaders (preferably				<b>13</b>	

	School Heads)	
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- g. The board and lodging, travel and other incidental expenses of the Chaperone for the LRP Specialization Course shall be charged against their respective MOOE/Local Fund/ESF subject to the usual government accounting and auditing procedures.
- h. The program matrix for the LRP Specialization is attached to this memorandum as Annex C.
- i. Participants to the aforementioned activities are requested to register and provide a formal 2x2" ID/work photo in this link: <https://tinyurl.com/32ndNCMRegionalParticipants>.
- j. The **video on Mga Munting Pangarap** by two learners per SDO should be shortened to one (1) minute each.

2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director 

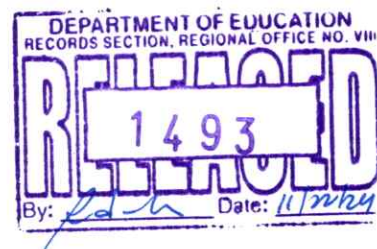
Enclosures: Annex A

References: As indicated

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

NATIONAL CHILDREN'S MONTH

ESSD-SPPS-EAD



Annex A

**32<sup>nd</sup> NATIONAL CHILDREN'S MONTH CELEBRATION CULMINATING ACTIVITY**

November 25, 2024

People's Center and Library, Tacloban City

<b>DepEd Regional Office VIII Top Management</b>	
Regional Director	EVELYN R. FETALVERO, CESO III
Assistant Regional Director	RONELO AL K. FIRMO PhD, CESO IV
Functional Division Chiefs	GERTRUDES C. MABUTIN
	ALEJANDRA B. LAGUMBAY
	HARVIE D. VILLAMOR
	RITA R. DIMAKILING
	CESAR P. VERUNQUE
	MERCEDES D. SARMIENTO
	ROSEMARIE M. GUINO
ALMA E. SUYOM	
Schools Division Superintendents	13 Schools Division Superintendents
Assistant Schools Division Superintendents	14 Assistant Schools Division Superintendents
Protocol Officers	Protocol Officers
<b>Regional and Division Technical Working Group</b>	
Learner Rights and Protection Focal Persons	EDEN A. DADAP
	HANNAH ROSE M. CUADERNO
	LYNNETH A. BAÑOC
	RHODORA AMADOR
	FRANKLIN E. PABELLO
	JOANNA LOU V. PORTURA
	GYE LYNNE T. GODIO
	JULITA T. HERMOSO
	LEA LINDA R. TABOY
	LIEZEL C. JURBAN
	MARK C. MANALO
	MAE M. CORTES
	MERCEDITA MOSENDE-ABALOS
	ATTY. REYNALDO R. BADILLA
	EVANGELINE JUANILLO-BADRINA
DepEd Regional Office VIII Personnel	MA. LAURA F. PAGLINAWAN
	JASMIN F. CALZITA
	REX C. BRIONES
	RODEL V. ROSALES
	FLORAMAY BACUS
	JIM ALBERT A. LAGADO
	MIKKO DUERO
	MARK LITO GALLANO
	RYAN TIU
	BRENT CHRISTIAN ANDRADA
	MARK JUSTIN RENOMERON
	PENELOPE L. SOLIS
PAMELLA U. SEROJALES	

DepEd SDO Tacloban Personnel	EMMANUEL P. FIRMO, JR.
	RALPH REXOR M. BANTUGAN
	BERNIE JUDE R. LAMOGRAR
	HAZEL CORDA ARMAMENTO
	GRACE D. NEGADO
	KIRSTEN JOYCE LANI D. ESCOBARTE
	NELSIE T. ABORDO
	RAUL M. PALANA
	JEJOMAR G. VILLACORTE
	NINO G. ACEBO
	JOELMA I. DAGAMI
	MELANI D. ESCOBARTE
	JESSICA M. ABRIL
	RUEL JACOB A. TIU
	OLIVER L. BARON
	CZARLENE MAE VERUNQUE
	MARICEL C. ONGUB
	LIERRY ANN L. ESQUIERDO
	EVITA R. SAYONG
	VERNA L. ESTRELLA
	EILEEN J. CINCO
	NONILON S. ANGOY
	Program Management Team Member
	Program Management Team Member
	Program Management Team Member
	Program Management Team Member
Program Management Team Member	
Program Management Team Member	
DRIXEL IDOL ORTEGA	

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

DepEd SDO Calbayog Personnel Regional Federated SSLG Officers for SY 2024-2025	GARY H. BALLON
	KRYSS PAULYNN HERNANDEZ
	SHAMEERAH THERESE A. DE GUZMAN
	FIONA BIANCA A. VELASCO
	RALPH ALLYN B. GABON
	CHAMPBRAY BRYLE BASCO
	JACKYLOU P. ASTORGA
	PRINCESS BHEMBY CABIDOG
	JHON MARK ESPINOSA
	JULIA MARGARETTE MACABARE
	CONSTANTINO T. CESISTA JR
	KLITZ ANAVISO
	FAYE ISABELLA E. ARONES
JANA GLARE BRACE GALUPO	
Regional Federated SELG Officers for SY 2024-2025	SALVE GWYNN D. ABAIGAR
	RENAE BRIGETTE T. SUMALINOG
	PRINCESS LIANE B. ORTEGA
	EHRNICE MARIANNE L. RAGAS
	NICKKHEA MAE VILLARMINO
	KICELYN ROSE N. WANIWAN
	IXCHEL MITCH C. SALVA
	FRANCESCA MAE I. MANGGAY
	AEMERUTH ALMERAJ B. DAGOTDOT
	TIMOTHY TRES JOSEPH B. LAGRIA
	DWYTH ZIAN AKELLY O. LONGCOP
	JUAN CARLOS III V. PONCE
	TBD
Tacloban City Learners	50 pax

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

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Learner Performers	28 pax
Chaperone for each Learner Leader (preferably School Heads)	26 pax
Registered Guidance Counselors	9 pax
Guidance Counselors Plantilla	6 pax
School Heads	20 pax
School Heads	10 pax

## Annex B

**32<sup>nd</sup> NATIONAL CHILDREN'S MONTH CELEBRATION CULMINATING ACTIVITY  
REGIONAL TECHNICAL WORKING GROUP**

<b>DepEd Regional Office VIII Personnel</b>			
<b>No.</b>	<b>Name</b>	<b>Designation</b>	<b>Committee</b>
1	ALEJANDRA B. LAGUMBAY	Chief Education Supervisor	Logistics
2	ROSEMARIE M. GUINO	Chief Education Supervisor	Logistics
3	RITA R. DIMAKILING	Chief Education Supervisor	Logistics
4	MERCEDES D. SARMIENTO	Chief Administrative Officer	Program
5	HARVIE D. VILLAMOR	Chief Education Supervisor	Program
6	MA. LAURA F. PAGLINAWAN	Administrative Officer V	Logistics
7	JASMIN F. CALZITA	Administrative Officer V	Program & Technical
8	REX C. BRIONES	Education Program Supervisor	Logistics
9	RODEL V. ROSALES	Education Program Supervisor	Program
10	FLORAMAY BACUS	Project Development Officer II	Program & Technical
11	JIM ALBERT A. LAGADO	Information Technology Officer I	Technical
12	MIKKO DUERO	Computer Programmer II	Technical
13	MARK LITO GALLANO	Planning Officer III	Technical
14	RYAN TIU	Education Program Supervisor	Technical
15	BRENT CHRISTIAN ANDRADA	Project Development Officer II	Technical
16	TERESITA G. SUAREZ	Administrative Assistant II	Secretariat
17	PENELOPE L. SOLIS	COS	Secretariat
18	DRIXEL IDOL ORTEGA	DepEd SDO Calbayog Personnel	Technical
19	GARY H. BALLON	DepEd SDO Calbayog Personnel	Technical

## I. Logistics Committee

### Objective:

The Logistics Committee is responsible for managing the overall logistics of the National Children's Month Celebration, ensuring that all physical arrangements and supplies are in place for the smooth conduct of the event.

### Responsibilities:

1. **Food Committee-** SDO Tacloban City
  - o Coordinate with caterers to ensure food provisions for all participants (guests, speakers, performers, staff, etc.)
  - o Ensure food preparation, serving, and distribution is timely and in accordance with dietary preferences and restrictions.



- Oversee food safety and cleanliness.
- 2. **Collaterals-** CO-LRPO, ESSD & RO- Finance Div
  - Design, produce, and distribute event materials such as banners, programs, brochures, and other event-related collaterals.
  - Ensure all printed materials are available ahead of time and meet the branding guidelines.
- 3. **Hotel Accommodation-** Tacloban City SDO
  - Arrange hotel accommodations for VIPs, guests, and staff, ensuring bookings are made well in advance.
  - Coordinate check-in/check-out procedures and ensure that transportation from hotels to the event venue is arranged, if necessary.

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## II. Program Committee

### Objective:

The Program Committee will be responsible for the overall planning, development, and execution of the event program, ensuring it runs smoothly and meets the objectives of the National Children's Month Celebration.

### Responsibilities:

1. **Program-** LRPO-CO, DepEd RO, Tacloban City SDO
  - Develop the event program, including identifying speakers, performances, and other activities.
  - Ensure that the program is culturally appropriate, engaging, and aligns with the theme of the celebration.
  - Coordinate with presenters, performers, and speakers to ensure smooth transitions and time management.
2. **Stage and Venue Decoration-** FTAD & Tacloban City SDO
  - Design and arrange the stage and venue decorations according to the event theme.
  - Ensure decorations are set up well in advance and are aesthetically appealing and functional for the program flow.
3. **Hall Preparation (Seating and Layout)-** HRDD & Tacloban City SDO
  - Plan the seating arrangement for guests, speakers, and participants, ensuring comfort and clear visibility.
  - Coordinate with the logistics committee to ensure proper layout setup and adjustments as needed.
4. **Protocol Officers-** RO and SDO Chiefs

- Ensure proper protocols are followed for VIPs, officials, and guests.
  - Manage arrival and seating of dignitaries and provide assistance as required.
5. **Ushers and Usherettes-** LRPO-RO COS, RO8 SDO LRP Focal Persons, RO Finance Division
- Recruit and assign ushers and usherettes for the event to direct guests, distribute materials, and ensure proper seating arrangements.
  - Provide guest assistance during the event to ensure a smooth experience.

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### III. Technical Committee

#### **Objective:**

The Technical Committee will oversee all technical aspects of the event, ensuring that sound, lighting, visuals, and other technological needs are handled professionally and efficiently.

#### **Responsibilities:**

1. **Sound System and LED (Display, AVPs, Music)-** DepEd RO8 ICT, LRPO-CO
  - Set up and operate sound systems, microphones, and speakers to ensure high-quality audio for all activities.
  - Coordinate the use of LED screens for display of audiovisual presentations (AVPs) and music videos.
2. **Media and Documentation-** DepEd RO8 PAU
  1. Coordinate with the media team for the live coverage and documentation of the event.
  2. Ensure that media personnel have access to necessary materials and proper documentation of the event for social media, press releases, and archives.
3. **Lighting Systems-** SDO Tacloban
  1. Ensure proper lighting for the stage, venue, and other areas to create a vibrant and welcoming atmosphere.
  2. Coordinate with the program committee for dynamic lighting effects during performances and presentations.
4. **Stage Set-up-** LRPO-CO & SDO Tacloban
  1. Design and supervise the physical setup of the stage, including podiums, microphones, chairs, and other stage elements.
  2. Ensure safety measures are in place during the setup and throughout the event.

5. **Facilities and Services Monitor (Medic and Security)-** RO Medical Officer, DRRM RO Focal, SDO Tacloban & SDO Leyte
    1. Ensure that necessary safety and security measures are in place for the duration of the event.
    2. Coordinate with medical staff for emergency response preparedness.
    3. Monitor the cleanliness and maintenance of facilities, including bathrooms, halls, and event areas.
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#### **IV. Secretariat**

##### **Objective:**

The Secretariat is responsible for the administrative and communication tasks that support the event, ensuring smooth registration, documentation, and post-event processes.

##### **Responsibilities:**

1. **Invitations, Communication, MOU, Memoranda-** LRPO-CO, ESSD
  - Send invitations to guests, speakers, and participants.
  - Prepare and send out official communications, MOUs, and memoranda relevant to the event.
2. **Online and On-Site Registration-** LRP-RO-COS
  - Set up an online registration system and manage the registration process for participants and guests.
  - Facilitate on-site registration on the event day to ensure a seamless experience for attendees.
3. **Attendance-** LRP-RO-COS, RO8 PPRD
  - Monitor attendance and ensure accurate record-keeping of participants, guests, and speakers.
  - Prepare attendance sheets and ensure follow-up for absentees.
4. **Post-Event Evaluation-** RO8 QAD, LRPO-CO
  - Distribute post-event surveys to participants and stakeholders to gather feedback.
  - Compile and analyze feedback to assess the success of the event and identify areas for improvement.
5. **Consent Forms-** RO8 SDO LRP Focal Persons
  - Ensure all required consent forms for participants (especially minors) are completed and filed.
  - Coordinate with parents or guardians to obtain necessary permissions.
6. **Narrative Report-** LRP-RO-COS
  - Prepare a detailed narrative report summarizing the event, activities, outcomes, and participant feedback.

- Submit the report to the organizing body and key stakeholders.

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## V. Partnerships

### Objective:

The Partnerships Committee is responsible for managing collaborations and sponsorships that will support the event's success, including managing booths and distributing tokens.

### Responsibilities:

1. **Focal Team-** LRPO-CO, RO8
  - Identify potential partners and sponsors for the event.
  - Negotiate partnership terms, sponsorship deals, and ensure compliance with agreements.
  - Maintain communication with partners and sponsors throughout the preparation and event execution.
2. **Booth Set-ups-** RO8 Admin Div & QAD & SDO Tac.
  - Manage the setup of partner booths or sponsor displays at the event venue.
  - Ensure booths are staffed and properly set up for participant engagement and brand visibility.
3. **Tokens-** Protocol Officers & CLMD
  - Procure and organize tokens for guests, sponsors, and participants.
  - Ensure that tokens are branded appropriately and distributed during or after the event.