



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

June 17, 2026

**OFFICE MEMORANDUM**

ORD-2026- **284**

**CREATION OF TECHNICAL WORKING GROUPS FOR THE REMANCOM MEETING AND 51<sup>ST</sup> DEPED REGION VIII ANNIVERSARY**

To: Director III  
 Functional Division Chiefs  
 All Others Concerned

1. In line with the conduct of the 4<sup>th</sup> Regional Management Committee Meeting on June 29-230, 2026, and the celebration of the DepEd Regional Office VIII 51<sup>st</sup> Anniversary on July 9-10, 2026, this Office creates the Technical Working Groups to ensure the smooth and successful conduct of the said events.

2. The assignment of Technical Working Groups, including their respective roles and terms of reference, is as follows:

Committee	Chairman	Co-chairman	Members/Personnel
Steering Committee	Dr. Salustiano T. Jimenez, JD CESO III	Dr. Marilyn B. Siao, CESO V	N/A
Program Preparation	Dr. Gertrudes C. Mabutin	N/A	CLMD
Games Exhibition/Fellowship Night	Dr. Alejandra B. Lagumbay	N/A	ESSD
Laro ng Lahi/Fellowship Night	Dr. Ryan R. Tiu	N/A	QAD
Accommodation of Guests	Dr. Rita R. Dimakiling	N/A	PPRD, RNEAP
Booth Display/Attendance, Awards & Certificates	Dr. Harvie D. Villamor	N/A	HRDD
Food and Venue	Ms. Alma E. Suyom	N/A	Finance Division
Venue Decoration & Sound System	Dr. Rosemarie M. Guino	N/A	Admin
Letter of Invitation	Ms. Mercedes D. Sarmiento	N/A	FTAD
Event Documentation	Ms. Jasmin F. Calzita	Mr. Jim Albert A. Lagado	PAU & ICT, DU
Partnership & Linkages	SDS Edgar Tenasas	Eden A. Dadap	SPPS and DU

3. The Terms of Reference (ToR) for the Committees are as follows:

**Steering Committee Chair**

- Directs strategic vision and guarantees the successful execution of all anniversary and REMANCOM events.
- Authorizes major operational plans, fiscal budgets, and regional partnerships.

**Steering Committee Co-Chair**

- Facilitates executive leadership and ensures operational continuity across all events.
- Audits sub-committee progress to ensure strict alignment with the regional vision.

**Laro ng Lahi/Fellowship Night**

- Architects the Laro ng Lahi competition, including venue logistics and program flow.
- Curates the catalog of traditional Filipino games and enforces fair-play standards.
- Establishes objective scoring criteria and manages the selection of qualified referees.
- Archives proceedings and generates comprehensive post-event performance reports.

**Basketball & Volleyball (Functional Sports Oversight)**

- Coordinates all aspects of sports tournaments, including venue scheduling and logistics.
- Mandates adherence to competition guidelines and official sports regulations.
- Appoints referees and guarantees transparency in all scoring and evaluations.
- Synthesizes game records and prepares final activity reports.

**Accommodation of Guests**

- Secures and audits guest lodging to ensure high standards of hospitality.
- Manages transportation logistics and executes special guest requests for a seamless experience.

**Booth Display/Attendance, Awards & Certificates**

- Directs the awards ceremony logistics and regulates the formal program flow.
- Manages participant registration, monitors real-time attendance, and verifies eligibility.
- Coordinates VIP accommodations and facilitates formal award presentations.
- Executes the timely production and distribution of official certificates and records.

**Food and Venue**

- Identifies and secures venues that meet rigorous capacity and technical requirements.
- Supervises meal planning and catering services, including the management of dietary requirements.
- Upholds strict food safety standards, health protocols, and venue regulations.
- Prepares procurement of food for the event.
- Monitors catering service quality and manages the physical setup of dining areas.

**RO Decoration & Sound System**

- Conceptualizes a cohesive visual design aligned with the anniversary theme.
- Manages the installation, maintenance, and systematic removal of all decorations.
- Oversees sound system configuration and submits service quality assessments post-event.

**Letter of Invitation**

- Drafts formal invitations that reflect the prestige of the 51st Anniversary.
- Collaborates with regional leadership to finalize distribution strategies.
- Regulates the timely delivery of invitations across physical and digital channels.
- Tracks responses and maintains a master guest registry with special preference notes.

**Program Preparation**

- Harmonizes program details across all sub-committees to eliminate scheduling conflicts.
- Designs the master event program to ensure logical activity sequencing.

**Event Documentation**

- Archives accurate minutes of meetings and formal executive decisions.
- Coordinates the implementation of the live program and produces the final event documentation.
- Prepares Activity Documentation Report

4. For the booth display, each functional division shall organize its respective teams and designate focal persons to oversee assigned responsibilities. They shall likewise design, construct, and ensure the proper maintenance of their assigned booth displays throughout the duration of the event.

Designated personnel shall be deployed to manage the exhibits and provide accurate and comprehensive explanations to visitors as necessary.

5. All expenses incurred relative to the conduct of the said events shall be charged to RO Funds, subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination and strict compliance with this memorandum are desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director



ORD-PAU-JFC