Republic of the Philippines
Department of Education
CARAGA REGION

March 5, 2020

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DATE 05 MAR 2020
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CARAGA REGION

REGIONAL MEMORANDUM
No. 149, s. 2020

To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

ADDENDUM TO REGIONAL MEMORANDUM NO. 097 s. 2020
re: PAG-INAMBITAY 2020

1. This refers to the Regional Memorandum No. 097, s. 2020, on the date of the conduct of Pag-inambitay 2020. The final date will be on April 14, 2020 at LMX, Convention Center, Butuan City.

2. In item no. 4, it shall be added that researchers from Albor Elementary School of Dinagat Division namely: Adelyn P. Espina, Mr. Christopher D. Balatero and Maria Fe Flor P. Jacquez are requested to present their research in the plenary and share their experience in attending the Research O'clock of DepEd Central Office.

3. Each Schools Division Office shall prepare a display of research-based interventions in all subjects especially in Reading, Science and Math subjects. This is to showcase outputs of researchers as support in achieving the goals of DepEd Caraga's Hiniusang Pag-alagad Para sa Edukalidad.

4. The list of committees/members are attached in enclosure no. 1 for easy reference.

5. All other provisions of Regional Memorandum No. 097, s.2020 are still in effect.

6. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director

Encls.1 : List of Committee
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH CONFERENCE CONGRES

PPRD/clg
03/05/2020

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(Enclosure No. 1 to REGIONAL MEMORANDUM No. 097 s.2020)

LIST OF COMMITTEE AND TERM OF REFERENCE

a. Committee on Registration
Chairperson – Ms Elsie M. Mongado
Members _ Ms. Judith Gatab

Responsibilities:
- Prepares the Registration form
- Creates a registration desk for registration before the activity proper
- Ensures the distribution of certificates of participation and appearance

b. Committee on Program and Invitation
Chairperson – Ms. Caroline L. Guerta
Member _ Mr. Glen Aspe

Responsibilities:
- Prepares the program of activities
- Distributes program of activities and management and committees involved.
- Monitors the flow of program/activities.

c. Committee on Stage Decoration

Chairperson:	Ms. Margarita T. Delima		
Members :	Ms. Loinda Guerta	-	SEPS Butuan City Division
	Mr. Frinzy Botoy	-	SEPS ADN Division

Responsibilities:

- Coordinates with the other committee
- Ensures that the decoration of the stage is appealing and presentable.

d. Committee on Physical Arrangement (including the arrangement of tables of display)

Chairperson – Mr. Dandee Monton
Members - ALL SEPS in Research

Responsibilities:
- Coordinates with the committee on decoration of the venue.
- Checks the arrangement in the venue

e. Committee on Certificates/Attendance

Chairperson - Mr. Dandee Monton
Members - Ms. Judith Gatab

Responsibilities:
- Collaborates with the registration committee for the copy of attendance.
- Checks the attendance of participants in every venue.
- Prepares Certificate of Recognition for the presenters

f. Committee on Documentation

Chairperson - Mr. Ariem Cinco
Member - Mr. Pedro Tecson

Responsibilities:

- Provides write-ups and document the entire proceedings for submission to the Regional Director.
- Prepares the synthesis of all papers presented

h. Moderators during the open forum

Mr. Jester Ceballos
Ms. Frinzy Botoy
Ms. Evelyn Almocera
Ms. Grace Urbiztondo
Ms. Emmalyn Erno
Ms. Niesa T. Cultura
Ms. Jecel Taray

Responsibilities:
- Facilitates the open forum every after the presentation
- Ensures maximum participation from the participants
- Controls the questions raised during the open forum

i. HOST :

Opening Program:

Ms. Lyza M. Guingguing and Ms Fritzy Gay Lusica

Presentations:

Ms. Glorian Ederosas and Mr. Dan Ralph Subla

Closing Program:

Mr. Mick Mars P. Silvano and Ms. Loinda Guerta

Responsibilities:
- Lead the show
- Ensures audience interest will be sustained

j. Floor Managers : Mr. Kevin Hope Salvana
Mr. Dan Ralph M. Subla

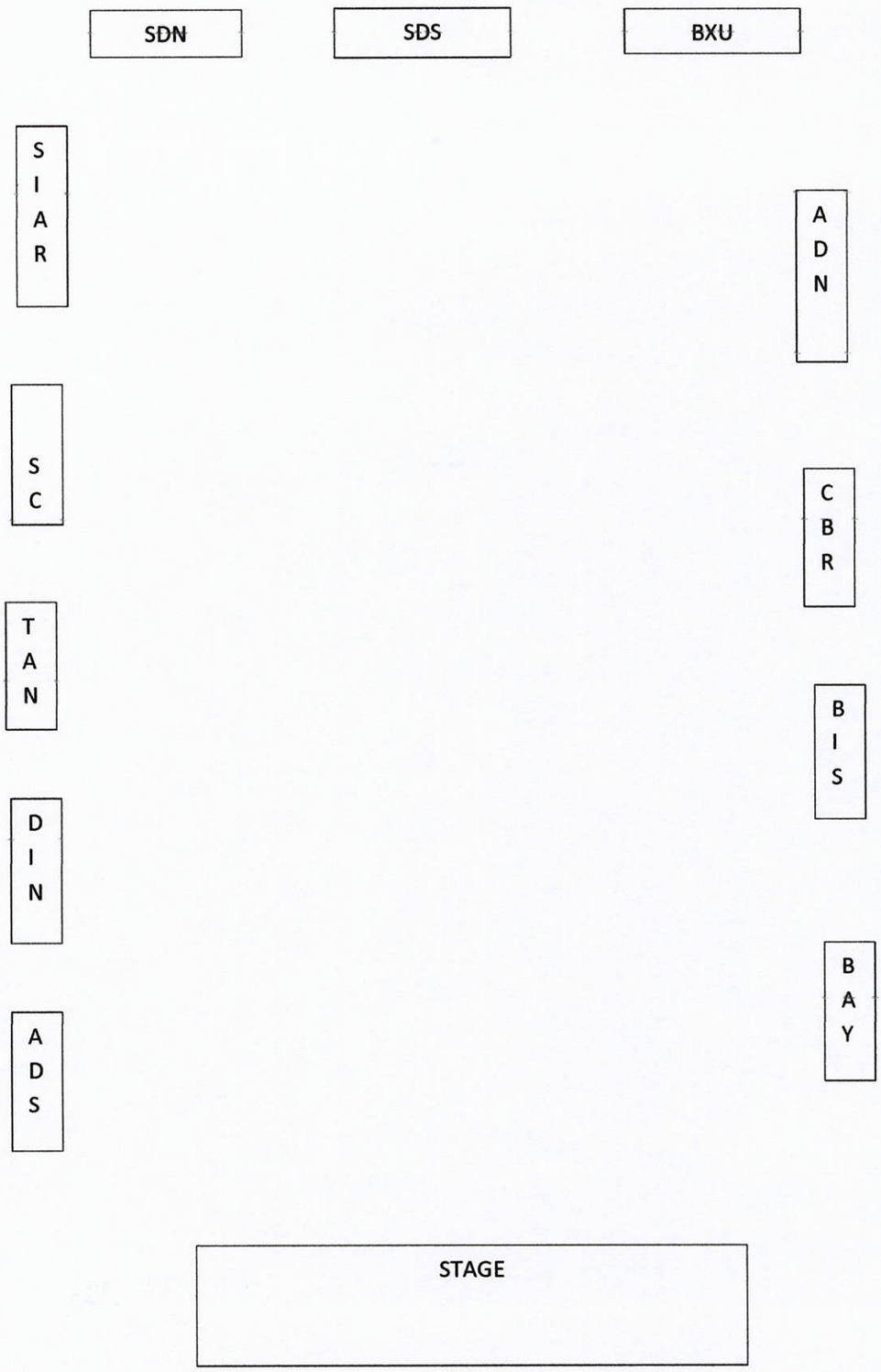
Responsibilities:
- Make sure that all parts of the program are ready before the presentation
- Ensures that there will be no dull moments during the show

K. Usherettes - all SEPS in Research

Responsibilities :
- Assist guests and participants

K. Over-all Manager:
-Ms. Marilyn F. Antiquina -OIC Chief, PPRD

Assistant Manager
-Dr. Caroline L. Guerta - EPS, Regional Research Coordinator

Responsibilities:
- Ensures a smooth and successful conduct of the activity
- Make sure that committee assignments will be followed

L. HALL ARRANGEMENT OF DISPLAY