



Republic of the Philippines
Department of Education
 CARAGA REGION

DEPARTMENT OF EDUCATION
 RECORDS UNIT, REGIONAL OFFICE-CARAGA
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REGIONAL MEMORANDUM

No. 1072, s. 2026

To: Schools Division Superintendents
 All Others Concerned

**BULAWANONG SULÔ AWARDS 2026 AWARDING CEREMONY
 TECHNICAL WORKING GROUP (TWG)**

1. This office, through the Human Resource Development Division (HRDD), announces the composition of the Technical Working Group (TWG) for the *Bulawanong Sulô Awards 2026 Awarding Ceremony* to be held on December 10, 2026, 1:00 p.m., at a venue within Butuan City.

2. The following are the members of the TWG with their respective duties and responsibilities.

Overall Program Management Team

Chairperson : **ALLAN G. FARNAZO**
 Regional Director

Vice Chairperson : **PEDRO T. ESCOBARTE, JR., PhD, CESO V**
 Asst. Regional Director
 PRAISE Committee Chairperson

Areas of Concern	Chairperson	Member/s	Functions
Ways and Means	Elaine N. Navarro <i>Chief, Finance PRAISE Committee Vice Chairperson</i>	Flordelisa R. Dalin <i>Chief, HRDD</i> Bernabe L. Linog <i>Chief, CLMD</i> Joel B. Rosales <i>Chief, ASD</i> Edmund D. Mendoza <i>Chief, ESSD</i> Marlyne M. Villareal <i>Chief, QAD</i> Violeta C. Nuñez <i>Chief, PPRD</i> Alejandro P. Macadatar <i>Chief, FTAD</i>	- Provides overall oversight and guidance to ensure success of the event. - Facilitates financial aspects in the conduct of activity. - Provides feedback and recommendations relative to the conduct of the Search for <i>Bulawanong Sulô Awards 2026</i>.
Program Direction	Flordelisa R. Dalin <i>Chief, HRDD</i>	Junnah B. Tiu <i>EPS, HRDD</i> <i>R&R Focal Person</i>	- Oversees the preparation and smooth flow of the program. - Selects the Keynote Speaker. - Designates personnel to serve as program hosts

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			and voice-over talents for the required videos. 4. Selects two intermission performances. 5. Provides instructions and guidance to the other TWG members. 6. Verifies and cross-checks the names appearing in all materials (program, souvenir program, and videos). 7. Coordinates with other committees to address issues and concerns. 8. Prepares the list of individuals to be acknowledged during the program. 9. Provides updates to the Regional Director (RD) and Assistant Regional Director (ARD).
Production, Program Flow, and Hosts	Pedro A. Tecson <i>Administrative Officer V, PAU</i>	Jez Marie R. Macuno <i>PDO II</i> Junnah B. Tiu <i>EPS, HRDD</i> Glaisa A. Lloren <i>EPS II, HRDD</i> Reiner S. Oraliza <i>SGOD-Planning & Research</i> Clifford T. Eco <i>CMT</i>	1. Writes scripts for the program hosts. 2. Reviews and edits the scripts to ensure accuracy, clarity, and consistency with the approved program. 3. Serves as program hosts during the event. 4. Prepares the slide presentation featuring the finalists and awardees. 5. Operates and manages the audio-visual presentation system. 6. Coordinates with the Program Direction Committee. 7. Performs other related tasks as may be assigned
Video and Creative Design	Marcelino C. Ahon Jr. <i>IT Officer</i>	Clifford T. Eco <i>CMT</i>	1. Prepares playlists and digital materials for the preliminaries (Doxology,

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		Winston C. Eben <i>EPS II</i> Jonathan F. Garzon <i>EPS, FTAD</i> Jez Marie R. Macuno <i>PDO II</i> Japeth Salar <i>PDO II, Cabadbaran City</i> Jeru Salem Cuarteron <i>SDO Surigao del Sur</i>	National Anthem, and slide decks of the program segments). 2. Develops templates incorporating the <i>Bulawanong Sulô</i> branding. 3. Operates the OBS during the event. 4. Prepares the default video presentation for the <i>Bulawanong Sulô</i> Awards 2026 Awarding Ceremony. 5. Prepares the lay-out and design of the event tarpaulin and stage backdrop. 6. Produces a teaser video featuring the <i>Bulawanong Sulô</i> branding for dissemination through the social media platform. 7. Receives and consolidates presentation materials featuring <i>Bulawanong Sulô</i> finalists and awardees. 8. Coordinates with the LED screen operator to ensure proper presentation of digital materials. 9. Sets up and facilitates the Facebook livestreaming of the event. 10. Produces a Same-Day Edit (SDE) video of the event.
Pictorials	Rodrigo Madelo Jr. <i>School Head, Butuan City</i>	Domingo C. Nollora <i>SEPS, Butuan City</i> Mr. Roberto M. Pepe Jr., <i>Administrative Aide I, Agusan del Norte</i>	1. Captures photos and videos during the awarding ceremony.

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Floor Direction	Jonathan F. Garzon <i>EPS, FTAD</i>	Jimuel A. Diva <i>EPS, HRDD</i> Lou Ann L. Acosta <i>EPS, FTAD</i> Emmanuel S. Saga <i>EPS, QAD</i> Christian Jay A. Pulido <i>COS, ESSD</i> Jan Miles O. Jamodiong <i>COS, ESSD</i> Glenn P. Aspe <i>Administrative Assistant V</i> Jiro Paolo Misael Almendralejo <i>PDO II</i> Roselle B. Balderas <i>Administrative Officer II</i> Joan D. Velasco <i>Administrative Aide VI</i>	1. Prepares the floor plan and seating arrangement. 2. Coordinates with the hotel staff regarding the placement of flag poles and ensures that the Philippine Flag and DepEd Caraga Flag are properly set on stage. 3. Coordinates stage movements and the sequence of award presentation. 4. Briefs the finalists and awardees on awarding protocols. 5. Assists the finalists and awardees during the presentation and conferment of awards. 6. Ensures the orderly flow of award presentations. 7. Identifies and coordinates with the color bearers and ensures the orderly conduct of their entrance and exit in accordance with ceremonial protocols.
Collection and Repository of Finalists' Photos and Videos	Nerison S. Pitogo <i>Computer Programmer II</i>	Jez Marie R. Macuno <i>PDO II</i> Clifford T. Eco <i>CMT</i>	1. Creates and manages a Google Drive folder for the collection of the finalists' photos and videos. 2. Collects photos and videos required by the ICT Team. 3. Collects photos and videos submitted by the finalists. 4. Checks submitted materials for compliance with the prescribed photo and video specifications. 5. Coordinates with the Schools Division Offices (SDOs) to ensure the timely submission of the

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			required photos and videos.
Program, Invitations, and Souvenir Program	Glaiza A. Lloren <i>EPS II, HRDD</i>	Junnah B. Tiu <i>EPS, HRDD</i> <i>R&R Focal Person</i> Tiche Lynn G. Caparoso <i>EPS II</i> Christy Mae J. Juyad <i>Admin. Assistant I</i> Barbie Ann M. Padas <i>Admin. Assistant I</i>	1. Designs, prints, and distributes the program and invitations to guests, awardees, and participants. 2. Writes articles and prepares the design and layout of the souvenir program for <i>Bulawanong Sulô Awards 2026</i> .
Guest Experiences	Meriam C. Dela Rita <i>Supervising Admin. Officer</i>	Analou O. Hermocilla <i>EPS, HRDD</i> Isidra C. Moral <i>EPS, QAD</i> Selma Sanz Tibon <i>EPS, CLMD</i> Sheryl R. Puyo <i>Admin Officer V</i> Cristabelle R. Jaguit <i>Admin. Officer V</i>	1. Guides guests regarding the seating arrangement. 2. Ushers VIP guests to their designated seats. 3. Assists the Awards Committee during the awarding of plaques and trophies.
Registration and Attendance	Elmer Augustus F. Conde <i>EPS II, HRDD-NEAP</i>	Liwanag S. Garcia <i>Admin Assistant III</i> Mary Carolyn B. Gambe <i>Dorm Manager</i> Thresia Kate T. Alipasas <i>Job Order</i> Nilda M. Precioso <i>Job Order</i> Jovanie B. Sumayo <i>Job Order</i>	1. Prints attendance sheets for the activity. 2. Ensures that all the expected participants, awardees, and guests sign the attendance sheets. 3. Prepares and distributes Certificate of Appearance to representatives from the SDOs, participants, and guests. 4. Ensures that designated recipients sign the distribution list upon receipt of the required documents or materials.
Preparation of Plaques, Trophies, Certificates of Recognition, and Prize Tokens	Junnah B. Tiu <i>EPS, HRDD</i> <i>R&R Focal Person</i>	Jimuel A. Diva <i>EPS, HRDD</i> Tiche Lynn G. Caparoso <i>EPS II, HRDD</i>	1. Submits the names of finalists and their corresponding citations for the plaques, as well as the names of awardees for the trophies.

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		Glaisa A. Lloren <i>EPS II, HRDD</i> Roy S. Rele <i>SEPS, HRDD</i> Liwanag S. Garcia <i>Admin Assistant III</i>	2. Coordinates with the supplier regarding the printing and production of plaques and trophies. 3. Prepares plaques, trophies, and certificates of recognition for all awardees.
Logistics and Hall Preparation	Joel B. Rosales <i>Chief, ASD</i>	Analou O. Hermocilla <i>EPS, HRDD</i> Roy S. Rele <i>SEPS, HRDD</i> Jovanie B. Sumayo Russel Tipa Reon Tizon Jhonrex Alguzar Ronald James S. Calo Jovelito R. Ibano Jorenes C. Plaza	1. Prepares a checklist of all necessary materials (plaques, trophies, etc.) required for the event and to be brought to the venue. 2. Ensures the proper transport of all necessary materials and equipment to the venue and their return to the office after the event.
Information and Publicity	Pedro A. Tecson <i>Administrative Officer V, PAU</i>	Jez Marie R. Macuno <i>PDO II</i> Jairah Ann T. Sususco <i>COS, ESSD</i>	1. Leads event branding, publicity, press release preparation, and teaser video production. 2. Produces a video presentation highlighting the history and milestones of the <i>Bulawanong Sulô Awards</i> . 3. Updates the official DepEd Caraga Facebook page regarding the conduct of the <i>Bulawanong Sulô Awards 2026</i> .
Program Evaluation	Marlyne M. Villareal <i>Chief, QAD</i>	Isidra C. Moral <i>EPS, QAD</i>	1. Conducts the evaluation of the activity. 2. Prepares and disseminates the link to the program evaluation form, 3. Consolidates and analyzes the evaluation results and submits recommendations for improving program

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			management and the conduct of future activities.

3. There will be a Technical Rehearsal with the TWG members on December 8-9, 2026, at the Nickel Hall, NEAP Caraga.

4. For information, guidance, and compliance.

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Tenebro Jr.
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PEDRO TENEBRO ESCOBARTE, JR.
Director III/Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

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