



Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



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DIVISION MEMORANDUM

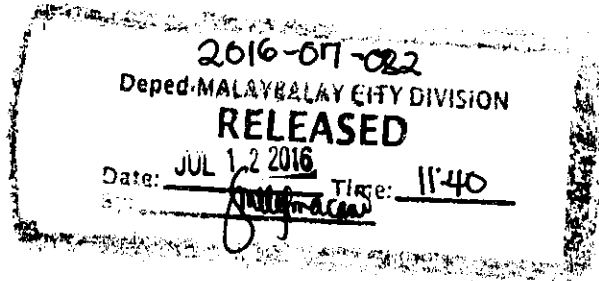
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TO: Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned
This Division

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: July 11, 2016

**SUBJECT: 2016 REGIONAL SCHOOLS PRESS CONFERENCE (RSPC) EXECUTIVE
COMMITTEE PLANNING CONFERENCE**



In line with the hosting of the **2016 Regional Schools Press Conference (RSPC)** on August 16-19, 2016, this Office will call for a Planning Conference on July 18, 2016, 1:00 'clock in the afternoon at Casisang Central School Multipurpose Hall, Casisang, Malaybalay City.

In this connection, all members of the various executive committees from the Division Personnel and Staff, Schools District Supervisors and Elementary and Secondary School Heads are hereby advised to attend the aforementioned Planning Conference.

Immediate dissemination of this memorandum is desired.



2016 REGIONAL SCHOOLS PRESS CONFERENCE WORKING COMMITTEE

August 16-19, 2016

EXECUTIVE COMMITTEE

Over –all Chairperson :	Edilberto L. Oplenaria CESO VI Schools Division Superintendent
Co- Chairpersons :	Ralph T. Qulrog Chief Supervisor – CID Lorenzo O. Capacio, Ed D Chief Supervisor – SGOD
Members :	Rachel R.Valde – Coordinator Journalism English Maria Concepcion S. Reyes– Coordinator Journalism Filipino CID EPS, PSDS and Staff SGOD EPS and Staff All Units, Division Personnel School Administrators

Committee	In-charge/Person Involved	Duties and Responsibilities
1.Registration/ Finance	Rufelia J.Limbengco-Chairman Rhysa Cyle C.Rosalejos Members: 1. Cheryl Jane Peñalosa 2. Atty. Ophelia –Pilar R. Zamora 3. Novelyn Palma 4. Paul John P. Arias	1.To take charge and contact the head of delegation on the on-line and actual registration by division 2.To receive registration fee per Division by the official delegation head 3.To safeguard and deposit the received registration fee to DBP Philippines 4.To issue an individual official receipt to registered delegates 5. To inform the delegation head to claim the RSPC kit from the Kit Committee
2.Physical Facilities on Accomodation/Billeting Schools Host venue	Luis S. Alajar Jr. – Chairman Engr. Leslie Fontanilla Co - Chair Members: Benjamin M. Buhawe- Iligan Teofilo I. Ontoy Jr.- Gingoog Susan S. Olana PhD- Mis Occ.;Ozamis;Tangub;Lanao del Norte Liza G. Balintongog- Valencia; Oroquieta; Edsel R. Quemado –El Salvador Coslita K. Muring – Malaybalay Abel P. Galler- Individual Contest Venue Bernie P.Abugan – Misamis Oriental Ma.Ella S.Rabino – Camiguin Leny G. Ama – Cagayan de Oro Josette S.Ygonia - Bukidnon	1. To prepare the list number of teachers to support the billeting quarters. 2.to inspect and count the beddings before serving 3.to prepare a list of teachers supporting the billeting quarters 4.to check the functionality of all electrical connections, toilets, shower and mess hall 5.to coordinate with the committee on the Physical Facilities/arrangement, disaster as to functionality of electrical connections, toilets, shower rooms, mess hall and orderliness and cleanliness of all billeting quarters 6. To meet all hotel owners for possible parents and guest accommodation and asks flyers for hotel rates 7.to assure that the delegation is secured

		8. Billetting quarter and support schools are advised to have welcome program on the evening of day 0.
3. Program, Invitation, Communication, *Opening Program *Closing Program * awarding *mayor's night (venue to be arranged) *Camp Osito Night 403 rd)	Lou Ann J.Cultura – Chairman Susan S.Olana, PhD Members: Gretel Mallari Lorna M.Buendia Edsel Quemado 7 PSDS Coslita K. Muring Kirby Don Abendaño Jade Cabañelez Paul John P. Arias Jerson Dayok Zian Alas Anastacio Ma	1.To take charge of the souvenir programs, opening /closing program, awarding and mayor's night 2. to coordinate and prepares presentations of the program 3.To coordinate with BukSu as the venue of opening and closing program 3.to lay out, design RSPC programs and print 4.to reproduce the needed invitation 5.To send letters, invitations and other forms of communication
4.Transportation	Ferdinand V. Mortera – Chairman Rosalio Arangco – Co - Chair Members: Renato Reyes Anastacio Ma Manny Pimentel Juan Bacang Jr. Victor Maestrado Flaviano Alas Jr. Roel Tilanduca Wilfredo Balmocena	1.To coordinate with the delegation heads on the transport schedule of delegates from the billeting quarters to the contest- venues(BCT ES, BUKSU) 2. To provide transportation (Multicab /ride) per division during the RSPC activity. 2.To ensure that the standard minimum fare will be collected by the multicab and motorela drivers 3. to coordinate with BukSu to prioritize 2016 RSPC delegates (opening, closing, contest venue)
5.Usherettes and Socials *opening and closing program *Mayor's Night *Camp Osito Night (for Follow Up)	Analy L. Ocier – Chairman – Co- chair Members: Atty.Pilar R. Zamora Sybil L. Maputi Guia Ma.Gamutin Ellen N.Delante Florabelle R.Porras Pamela Astudillo Gretchen V.Catane Ethyl Jane B.Lussier Liza Balintongog Cosjulita Olarte	1.to lead and host the Mayor's night inclusive program and the like 2.to usher /entertain RSPC officials guest and visitors for any gatherings related with the activity; opening, closing, awarding ceremonies, Mayor's night 3. to prepare lies for RSPC officials, guest and visitors 4. to serve snacks, refreshment, food for RSPC officials from regional office, judges, local officials, SDS,ASDS, Chief (SGOD and CID) 28 Journalism Coordinators, Buksu sound operators during opening and closing program
6.Procurement *Food and Catering * medals; trophies * Other materials for RSPC	Ralph T. Quirog – Chairman Atty.Pilar R. Zamora co- Chair Members: Lorenzo O. Capacio Purissima J.Yap Jasmin J. Adriatico Jutchel L. Nayra Paul Arias Secretariat:Jimdandy Lucine, Rachel Valde, Kirby Don Abendaño Sybil L. Maputi Rhysa Rosalejos	1. To open bids of goods and services as stipulated in the training design; Budget proposal 2. To ensure the Philgeps of the catering, sanitation, cleanliness and centralized menu of the catering 3. To ensure that every division has different caterer

	<p>Emelyn D.Razo</p> <p>End – user- English and Filipino coordinator journalism</p>	
7.Awards and Certificates	<p>Imelda S. Bentillo- Chairman Paul John Arias–CO - Chair Members: Noli D. Dinlayan II Kirby Don Abendaño Edelina M.Ebora – BNHS Leny G. Ama Demie Pabillaran Sharon Bongocan Ricky Barcena</p>	<p>1.To prepare certificates, medals, trophies (personalize certificates)</p> <p>2.to prepare attendance, participation and recognition certificates,</p> <p>3.To check the readiness and availability of trophies, medals, plaque</p>
8.Documents and Records	<p>Virgilin R. Pizarro- Chairman Ma .Antionietta S. Reburiano co- Chair Members: Jesus V.Muring EdD Abba Q. Allaba PhD Mary Fe Gumayao Cynthia Berial Leny G.Ama Mary Lan Tandog Xian Alas Jr. Jade Cabanelez Manuel Dinlayan II Amor Celeste P.Rojas Evelyn Salem Rosalinda Puno Josette S.Ygonia Maria Ella S.Rabino</p>	<p>1.To assist RTWG in recording of results and documentation</p> <p>2.To document all the activities from the start of RSPC up to the end (arrival, parade, opening ,closing, game exhibition, contest on collaborative, broadcasting and individual)</p> <p>2.to prepare the power presentation of winners during the awarding</p> <p>2.to facilitate <i>individual and group contest in the different venues</i></p> <p>3. to ensure orderliness of the contest e.g. No ID no contest, only registered names in the list of official contest shall be accepted except if there is an indorsement letter signed by the delegation head.</p> <p>4.to uphold the secrecy and confidentiality of the RSPC results</p>
9. Physical Facilities and Arrangement on Different Venues * Individual Contest venue BCT *Collaborative Publishing Contest venue: Buksu Collaborative Publishing *Broadcasting – Buksu AVR Camp Osito 403 rd – Sports Venue Game Exhibition *Opening Program – Buksu * Closing Program- Buksu *Mayors night - BNHS Gym	<p>Romil T.Jabonero- Chairman Luis S. Alajar Jr.– co- Chair Members: Romulo Sarmento Susan S. Olana, PhD Alberto Berondo Bonifacio M. Palo Jesus V. Muring Bonifacio Palo Cosie K. Muring Carlos G. Rara Antionietta S. Reburiano Rogelio Miñosa Paul Orong Dinah Flor L. Raagas John P. Rarogal Rosebella Onipa Gemma Maramba Melendez ,Maritess Liza Balintongog Teofilo Ontoy Jr</p>	<p>1.to oversee the different venues(contest, opening/closing, Mayor's night)</p> <p>2. to coordinate with BukSu on the readiness of the needed facilities like chairs, tables, sound system, ventilation, electricity and comfort rooms during opening and closing program</p> <p>3. To check readiness on the contest venues</p> <p>4. to facilitate holding area and orderliness of participants</p> <p>5. To assign traffic enforcers and gate keepers</p> <p>6.To ensure that the schedules of the contest are being followed</p> <p>7. to put signage on the area of each delegation</p> <p>8.to ensure the arrangement of delegates by division during opening, closing and Mayor's night</p> <p>9.to have proper arrangement of Phil. Flag, division banners</p> <p>10. to maintain the cleanliness of Buksu on activity during opening, closing program, collaborative and broadcasting</p>

<p>10. Newsletter and Publication</p>	<p>Josie D. Zamora- Chairman Noel A.Tan Nery Co- Chair Purisma J. Yap Paul Arias Vicente Sanmiguel</p> <p>Members: 10District Journalism/10 Central Coordinators – Central Principal 1.Zelda Arceno – Benjamin Buhawe 2. Marylan Tandog- Teofilo Ontoy Jr 3.Edelina M.Ebora- Susan S.Olana, PhD (Zigheart) 4. Cosjulita K.Olarte – Liza G.Balintongog 5. Josette S. Ygonia - Merly Miral 6. Sharon A.Bongocan- Leny G.Ama 7.Mylene Joy P.Molina- Alberto Berondo 8.Naome Francisco- Narita Padua 9. Rosalinda Puno - Manny Pimentel 10. Evernold Berial - Demie Pabillaran Jr.</p>	<ol style="list-style-type: none"> 1. To create the name of Division Publication 2. To lay out and produce a daily newsletter 3. To write advance and daily news and other articles 4. To release newsletter daily with in the duration 5. To collect daily articles from different divisions for publication 6. To coordinate with all local newscaster (radio stations) for air broadcast
<p>11.Parade</p>	<p>Abba Q. Allaba, PhD Chairman Ferdinand Mortera co- chairman</p> <p>Members: Benjamin Buhawe Teofilo Ontoy Ricky Barcena Alberto Berondo Juan Bacang Bernie Abugan Victor Maestrado Servillano Balicanta Renato Reyes Paul Padua Edsel R.Quemado</p>	<ol style="list-style-type: none"> 1.to prepare the needed concerns like letter request, permit ,route, drum corps, marshals and the like 2. to assign 14 division signboard bearers and drum corps for all delegations 3. to take charge on the order of the parade
<p>12.Exhibition Game/Sports</p>	<p>Carlos G. Rara –Chairman Sonny Rojas –Co - Chairman</p> <p>Members: Sharon Bongocan Leny G.Ama Paul Orong John P.Rarogal Elson Dahilog Roel A.TilInduca</p>	<ol style="list-style-type: none"> 1.to organize exhibition games for the sports newswriting 2. facilitate the sports writer in the venue of exhibition 3.to coordinate in entering and retrieving the participants for sports writing and other event included at Camp Osito 4.To facilitate the holding area for sports
<p>13.Tour</p>	<p>Paul O. Orong –Chairman John P. Rarogal –CO- Chairman</p> <p>Members: Elson Dahilog Wilfredo Balmocena</p>	<ol style="list-style-type: none"> 1. To determine the desirable places for feature writers e.g. historical, national scenic views and educational places. 2. Guide ; assist on the places to

	<p>Roel A.Tilanduca Jonathan Dagaang Juan Bacang Erwin Cabucos</p>	<p>visit</p> <p>3. To ensure safety during the tour</p>
<p>14.Kit committee</p>	<p>Angelina A. Cacharo - chairman Marsifith Mamawag – co – chairman</p> <p>Members: Mary Fe Gumayao Zelda Arceno Marylan Tandog Severina A. Gamot Cynthia Berial Genevive Perino Raquel S.Ombayan Amor Celeste P.Rojas Evelyn Salem Rosalinda Puno Naome Francisco Josette S.Ygonia Narita S.Padua Mara Ella S.Rabino</p>	<p>1. To take charge the meal tickets and be accountable of all materials and the kit bag (RSPC '16 kit)</p> <p>2. To ensure the RSPC '16 kit to registered delegates with Official Receipt only</p> <p>3. To count and double check upon releasing the kit</p> <p>4. To require claimant to sign over printed name upon receiving the kit.</p>
<p>15.Decoration/Tarpaulin Printing Opening Closing Mayors Night</p>	<p>Jasmin J. Adriatico –Chairman Susan S.Olana ,PhD- CO- chair</p> <p>Members: Ethyl Jane Lussier Gretchen V. Catane</p> <p>District ALS Coordinator:</p>	<p>1. To design, print tarpaulin for opening ,closing and Mayor's night</p> <p>2. Decorate the stage with flowers and other</p> <p>3. facilitate that the stage is well arranged and presentable suited for the occasion</p>
<p>16.Health and safety disaster Security Committee</p>	<p>Nancy L. Dequito - Chairman Jimdandy S. Lucine - Co chair</p> <p>Members : Nurses Dinaflor Raagas Gemma Maramba Maritess Melendez</p>	<p>1. To ensure safety to all delegates</p> <p>2. To promote the health of the delegates e.g. checking BP's, provide first aid medicine as needed,</p> <p>3. To coordinate with the disaster committee in case of emergency</p>
<p>17.Accommodation Meals and Snacks of Regional Staff, RSPC judges</p>	<p>Jesus V. Muring Ed.D.– Chairman Abel P.Galler co-Chair</p> <p>Members: School H.E Teachers of</p> <ul style="list-style-type: none"> • Sumpung • Can-ayan IS • Candiisan • Tintinaan • Manalog • Baganao • Kibalabag • Kilap-agan • Tintinaan • Teachers of BCT 	<p>1. To provide sleeping quarter, food, entertain Regional staff, judges</p> <p>2. Coordinate Dr. Olana on their venue on checking or evaluation of outputs on individual contest</p> <p>3. Provide meals and snacks on the collaborative and broadcasting at Buksu of judges , operators and facilitators,</p> <p>4. Provide meals and snacks on RSPC Facilitators on individual contest at BCT ES</p>
<p>18. Food and Catering</p>	<p>Chairman: Rosie A.Salupado Co- chair- Members: Angelina Cacharo Perlita Wales</p>	<p>1. Checks the food (Meals and snacks) serve by the caterer. * Is it served on time? * cleanliness and sanitation of</p>

	MarsFith Mamawag Novem Sescon Division Nurses	the mess hall * segregation of waste food and garbage *Is the Menu followed by the caterer? * Are all the caterer served the same menu? Others.
19.Solicitation Mayors Night	Chairman: Bonifacio M.Palo Co- Chair: Perlita B. Wales Member: Edsel Quemado Manny B. Pimentel Demie Pabillaran Narita T.Padua Ella S.Rabino Alberto Berondo Liza Balintongog Coslita Muring Teofilo Ontoy Benjamin Buhawe	1.to solicit items for souvenir to the delegates 2. solicit for pakulo o prizes for Mayors night 3. Invite City Mayor to band to performed 4.solicit food, letchon, viand for the night
20.Action Center	Chairman: Ralph T. Quirog Jovy G.Molina – Co - Chair Members: Susan S.Olana, PhD Coslita K.Muring Atty. Pilar R. Zamora Jutchel L.Nayra	1. to take action on problem encountered. 2. to find ways and means to solve the problem.
21.Monitoring and Steering	Lorenzo O.Capacio,EdD Chairman Vicente Sanmiguel Co-Chairman Member: Zelda Arceno - Paul Padua- Flaviano Alas Jr. - Cosjulita Olate- Victor Maestrado- Genevive Perino Servillano Balicanta	1. To check all chairman, co - chair on different committee for the readiness of the activity 2. To follow up and see to it that everything is ready for RSPC

Prepared by:

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