



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



DIVISION MEMORANDUM
No. 484 s. 2016

DepEd MALAYBALAY CITY DIVISION

RELEASED

Date: SEP 20 2016 Time: _____

By: _____

To: Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elem. & Sec School Heads
All Others Concerned
This Division

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

DATE: September 19, 2016

Subject: 2016 Regional Schools Press Conference (RSPC) Executive Meeting

In connection with the hosting of the Regional Schools Press Conference (RSPC) on October 11 -14, this office will call for an Executive Meeting on September 21, 2016 at Division Office Multipurpose Hall 8:00 in the morning.

In line with this, all chairman and vice - chairman of the various committee School heads of the billeting quarters and Schools District Supervisors are hereby advised to attend the aforementioned executive meeting.

Immediate dissemination of this memorandum is desired.

Committee	Person Involved (Chairman/ co- chair)
1. Registration	1. Rufelia J. Limbengco 2. Rhysa Clyle C. Rosalejos
2. Physical Facilities/Accommodation	1. Luis S. Alajar Jr. 2. Engr. Leslie Fontanilla
3. Program, Invitation, Communication	1. Rachel R. Valde 2. Lou Ann J. Cultura
4. Transportation	1. Ferdinand V. Mortera 2. Rosalio Arangco 3. Manuel Dinlayan III
5. Usherettes and Socials	1. Analy L. Ocier 2. Gretchen V. Catane 3. Atty. Pilar R. Zamora 4. Sybil L. Maputi
6. Procurement	1. Ralph T. Quirog 2. Lorenzo O. Capacio
7. Food and Catering	1. Rosie A. Salupado 2. Perlita Wales
8. Accommodation Meals and Snacks of Regional Staff, RSPC Judges	1. Jesus V. Muring Ed.D. 2. Abel P. Galler
9. Awards and Certificates	1. Imelda S. Bentillo 2. Paul John Arias
10. Documents and Records	1. Virgilin R. Pizarro 2. Ma. Antonietta S. Reburiano
11. Physical Facilities and Arrangement on Different Venues	1. Romil T. Jabonero 2. Luis S. Alajar Jr.
12. Newsletter and Publication	1. Josie D. Zamora 2. Noel A. Tan Nery
13. Souvenir Program	1. Liza B. Balintongog 2. Susan S. Olana PhD
14. Parade, Peace and Order	1. Abba Q. Allaba, PhD 2. Teofilo L. Ontoy Jr. 3. Ferdinand Mortera
15. Exhibition Game/ Sports	1. Carlos Rara 2. Sonny Rojas
16. Tour	1. Paul O. Orong 2. John P. Rarogal
17. Kit	1. Angelina A. Cacharo 2. Marsifith Mamawag
18. Decoration, Tarpaulin Printing, Display of Streamers	1. Jasmin J. adriatico 2. Susan S. Olana PhD

19. Health and Safety disaster, Security	1. Nancy L. Dequito 2. Jimdandy S. Lucine
20. Accomodation, Meals and Snacks of Regional Staff, RSPC Judges	1. Jesus V. Muring Ed.D. 2. Abel P. Galler
	1. Rosie A. Salupado 2. Perlita B. Wales
21. Solicitation Mayors night	1. Bonifacio M. Palo 2. Lou Ann J. Cultura 3. Perlita B. Wales
22. Saludo	1. Edsel R. Quemado 2. Amadia N. Balisado
23. Monitoring and Steering	1. Ralph T. Quirog 2. Lorenzo O. Capacio
24. Technical	1. Maria Concepcion S. Reyes 2. Rachel R. Valde



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2016 REGIONAL SCHOOLS PRESS CONFERENCE WORKING COMMITTEE
Oct 11-14, 2016
EXECUTIVE COMMITTEE

- Over –all Chairperson :** Edilberto L. Oplenaria CESO VI
Schools Division Superintendent
- Co- Chairpersons :** Ralph T. Quirog
Chief Supervisor – CID
- Lorenzo O. Capacio, Ed D
Chief Supervisor – SGOD
- Members :** Rachel R. Valde – Coordinator Journalism in English
Maria Concepcion S. Reyes – Coordinator Journalism in 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 Clyde C.Rosalejos Members: 1. Cheryl Jane Peñalosa 2. Archel B.Conol 3. Novelyn Palma 4. Paul John P. Arias 5. Lucilyn Cahucom 6.Three teachers from each billeting schools	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 6. Get the total number of participants from all divisions 7. Prepare a registration form for the

		<p>participants to fill in with information. Refer to the regional coordinator for approval</p> <p>8.Coordinate with division Cashier for issuance of receipts for walk –in registrants</p> <p>9.Assign people to be stationed in different billeting quarters</p> <p>10. Collect the health certificate, parents' permit and school paper from every participating school. "No paper, no participation".</p> <p>11.Prepare attendance sheets of participants and monitor the day to day attendance</p>
<p>2. Physical Facilities Accomodation/ Billeting Schools Host venue</p>	<p>Luis S. Alajar Jr. – Chairman Engr. Leslie Fontanilla Co - Chair</p> <p>Members: Benjamin M. Buhawe- Kalasungay - Iligan Teofilo I. Ontoy Jr. Sumpung - Gingoog Susan S. Olana PhD- BNHS Mis Occ. Ozamis Tangub Lanao del Norte</p> <p>Liza G. Balintongog -MCCS Valencia Oroquieta Edsel R. Quemado- Casisang NHS El Salvador Sonny M.Rojas – Casisang CS– Malaybalay Division Abel P. Galler- BCT – Individual Contest Venue Cynthia T.Berial - San Jose – Misamis Oriental Ma.Ella S.Rabino - Laguitas – Camiguin Leny G. Ama - Aglayan – Cagayan de Oro Josette S.Ygonia - AVES - Bukidnon</p>	<p>1.Arrange billeting quarters with consideration of distance to the contest venue</p> <p>2.Come up with directory of occupants from that school</p> <p>3. Coordinate with the 14 divisions for their tarpaulin with picture of their SDS to be posted at the assigned quarter. This same in 4x6 horizontal will be used during the parade</p> <p>1. To prepare the list number of teachers to support the billeting quarters.</p> <p>2.To inspect and count the beddings before serving</p> <p>3.To prepare a list of teachers supporting the billeting quarters</p> <p>4.To check the functionality of all electrical connections, toilets, shower and mess hall</p> <p>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</p> <p>6. To meet all hotel owners for possible parents and guest accommodation and asks flyers for hotel rates</p> <p>7.To assure that the delegation is</p>

		<p>secured</p> <p>8. Billetting quarters and support schools are advised to coordinate to have welcome program on the evening of day 0.</p> <p>9. Billetting schools are advised to hang streamers in their school, and strategic area</p> <p>10. Communicate with community leaders for Tanods to be on duty 24/7</p>
<p>3. Program, Invitation, Communication,</p> <p>*Opening Program</p> <p>*Closing Program awarding</p> <p>*mayor's night (venue to be arranged Brgy 4 Freedom Park)</p> <p>*Camp Osito Night for follow Up 403rd)</p>	<p>Rachel R.Valde - Chairman</p> <p>Lou Ann J. Cultura – Co - Chairman</p> <p>Members:</p> <p>Susan S.Olana, PhD</p> <p>Gretel Mallari BNHS</p> <p>Lorna M. Buendia BNHS</p> <p>Edsel Quemado Casisang</p> <p>Coslita K. Muring</p> <p>Kirby Don Abendaño</p> <p>Jade Cabañez</p> <p>Paul John P. Arias</p> <p>Jerson Dayok</p> <p>Zian Alias</p> <p>Danny Flores</p>	<ol style="list-style-type: none"> 1. Prepare a program with the Regional journalism coordinator 2. Prepares programs of the activity Opening, closing, mayor's night, souvenir program 3. Prepares letters, (invitation letter to BUKSU on the venue for opening, closing, Broadcasting, Collaborative, Letter to Brgy . 9 on venue for Mayor's night, Local Officials, stakeholders and others that involved to RSPC activity. 4. Coordinates and prepares presentations of the program 5. To lay out, design RSPC programs and print 6. To reproduce the needed invitation 7. To send invitation letters to guest, judges and other important personalities 8. Distribute the programs 9. Serves as program coordinators, facilitators
<p>4. Transportation</p>	<p>Ferdinand V. Mortera – Chairman</p> <p>Rosalio Arangco – Co - Chair</p> <p>Members:</p> <p>Emerson Enciso - San Jose</p> <p>Jimly Ladica – Tintinaan</p> <p>Geovani Tinoy – Panamucan</p> <p>Albert Saldua – Aglayan CS</p> <p>Renato Reyes -San Martin</p> <p>Anastacio Ma - Dalwangan</p> <p>Roel Polley– Managok CS</p>	<ol style="list-style-type: none"> 1. To provide vehicles for all divisions to transport participants from the billeting quarter to the contest venue and vice versa only per division during the RSPC activity. 2. To coordinate with the delegation heads on the transport schedule of delegates from the billeting quarters to the contest- venues(BCT ES, BUKSU) 3. Have a standby vehicle for errands 4. Get cellphone numbers of all

	<p>Juan Bacang Jr. - Bendolan Victor Maestrado - Mabuhay Flaviano Aias Jr. _Imbayao Roel Tilanduca - Dalwangan Wilfredo Balmocena –MC Science</p>	<p>drivers and provide participants those who are assigned with them</p> <ol style="list-style-type: none"> 4. To ensure that the standard minimum fare will be collected by the multicab and motorela drivers 4. To coordinate with BukSu on the parking lot for Regional official only, Area on dropping zone and pick up is high School building. 5.To prepare a gate pass for the transportation to BukSu
<p>5.Usherettes and Socials</p> <p>*opening and closing program *Mayor's Night *Camp Osito Night (for Follow Up)</p>	<p>Analy L. Ocier – Chairman Gretchen V.Catane– Co-chair</p> <p>Members: Atty.Pilar R. Zamora Sybil L. Maputi Florabelle R.Porras Pamela Astudillo Ethyl Jane B.Lussier Cosjulita Olarte Julie Alas Cheryl Eluna Neila T.Allado Michelle Del Castillo Jesselle Dedicataria Ma.Cecelia Reyes Irene Banderado Antonio Gera Arjie B.Ducusin Joven Flores Eduard Hupana Idaliz Calvez irene T.Belderol</p>	<ol style="list-style-type: none"> 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
<p>6.Procurement</p> <p>*Food and Catering * medals; trophies * Other materials for RSPC</p>	<p>Ralph T. Quirog – Chairman Atty.Pilar R. Zamora co- Chair</p> <p>Members: Lorenzo O. Capacio Purisima J.Yap Jasmin J. Adriatico Jutchel L. Nayra Paul Arias Secretariat:Jimdandy Lucine, Rachel Valde, Kirby Don Abendaño</p> <p>Sybil L. Maputi Rhysa Rosalejos</p>	<ol style="list-style-type: none"> 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</p> <p>Members: Jovane Alatan BNHS Noli D. Dinlayan II Kirby Don Abendaño Edelina M.Ebora – BNHS Leny G. Ama Demie Pabillaran Sharon Bongocan Ricky Barcena Rolando Sudario Bangcud Realiza Mendoza Managok HS Ffenia Sarmento – Kalasungay Ivy Jumaos Can-ayan IS Carla Liza Monterde Managok CS</p>	<p>1.To prepare certificates, medals, trophies (personalize certificates)</p> <p>2.To prepare the following: *certificates of appearance for all *certificates of participation for all * certificates of recognition for winners and coaches *Medals and trophies with accurate number *Assign presenters for the awarding ceremony</p> <p>3.To check the readiness and availability of trophies, medals, plaque</p> <p>4. Prepares medals and trophies for the awarding</p> <p>5. Get a copy of the official results as basis for awarding</p>
8.Documents and Records	<p>Virgilin R. Pizarro- Chairman Ma .Antonietta S. Reburiano co- Chair</p> <p>Members: Arimateo Halina Artemio Saliga Mary Fe Gumayao Zelda Arceno Severina Gamot Cynthia Berial Amor Rojas Evelyn Salem 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>* Coordinate with ICTs to have 2 screens where names of winners and divisions, etc are flashed as these are called</p> <p>*Document all activities, take photos</p> <p>*keep complete records as to the names of participants names of winners, etc.</p> <p>*prepare pictorial accomplishment report and budget utilization for submission to the Central Office</p> <p>*Come up with a video footages in moviemaker to be used in the NSPC</p> <p>*Capture moments of RSPC and play these at the venue</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</p>

	<p>Berna Bateriza Noralyn P. Ronolo Paolina Miniao Juan Bacang Lemuel Portillas Raquel Ombayan</p>	<p>individual) 3. To prepare the power presentation of winners during the awarding 4. To facilitate <i>individual</i> and <i>group contest in the different venues</i> 5. 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. 6. To uphold the secrecy and confidentiality of the RSPC results</p>
<p>9. Physical Facilities and Arrangement on Different Venues Contest and Non-contest venues * Individual Contest Lectures Day 1: Gymn, Covered Court, Auditorium AVC and Individual Contest Buksu Secondary Rooms *Collaborative Publishing Contest venue: Buksu *Broadcasting – Buksu AVR Day 2 BCT Camp Osito 403rd – Sports Venue Game Exhibition *Opening Program – Buksu * Closing Program- Buksu *Mayors night - Bgry. 9</p>	<p>Romil T. Jabonero- Chairman Luis S. Alajar Jr. – co- Chair</p> <p>Members: Romulo Sarmiento Kalasungay NHS Almaco Felimon Villanueva BNHS Francisca V. Pagobo BNHS Alberto Berondo Bangcud NHS Julierto Tuyogon- San Martin Rogelio Miñosa – Silae Dinah Flor L. Raagas- Bangcud Jonathan Tadiip – San Martin Agro Rosebella Onipa – Apo NHS Gemma, Maramba - Lalaan Melendez, Maritess - Miglamin Bernie Abugan -MCCS Gary Garcesa – Managok NHS Brian Uayan – Managok NHS John Rey Castillo – Managok NHS</p>	<p>1. To oversee the different venues (contest, opening/closing, Mayor's night) 2. To coordinate with BukSu on the readiness of the needed facilities like chairs, tables, sound system, ventilation, electricity and comfort rooms during the contest on Collaborative Publishing, Broadcasting, opening and closing program 3. To check readiness on the contest venues 4. To facilitate the holding area and orderliness of participants at BUKSU (Broadcasting And Collaborative) 5. 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. 6. To assign traffic enforcers and gate keepers 7. To ensure that the schedules of the contest are being followed 8. to put signage on the area of each delegation in opening and closing 9. To ensure the arrangement of delegates by division during opening, closing and Mayor's night</p>

		<p>10.To prepare banner poles and have proper arrangement of Phil. Flag, division banners on opening/closing</p> <p>11. To maintain the cleanliness of Buksu on activity during opening, closing program, collaborative and broadcasting</p> <p>*Assign venues for lectures and another venues for the contest to include Holding Areas</p> <p>* Non- contest sessions are preferably done in a gym or an auditorium</p> <p>* Coordinate with the association for the non- contest activity</p> <p>* Prepare labels and guides</p> <p>* Coordinate with regional journalism coordinators for futher</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: District Journalism Coordinators Manny B.Pimentel Evernold Berial Demie Pabiltaran Jeremy Lagunday Zelda Arceno Marylan Tandog Teofilo Ontoy Jr Edeilina M.Ebora Jigg RL Gonzales Cosjulita K.Olarte Liza G.Balintongog Josette S. Ygonia Merly Miral Sharon A. Bongocan Leny G.Ama Mylene Joy P. Molina- Naome Francisco Narita Padua Rosalinda Puno</p>	<p>1.To create the name of Division Publication</p> <p>2.To lay out and produce a daily newsletter</p> <p>3.To write advance and daily news and other articles</p> <p>4.To release newsletter daily with in the duration</p> <p>5.To collect daily articles from different divisions for publication</p> <p>6.To coordinate with all local newscaster (radio stations) for air broadcast</p>

<p>11.Parade,Peace and Order</p>	<p>Abba Q. Allaba, PhD Chairman Ferdinand Mortera co-chairman 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>	<p>*Use 1 wide streamer to be brought by assigned boy scout and to followed by the colors or colors first before the streamer *Advise all divisions to bring with them the tarpaulin with the face of the SDS and the name of that Division *Communicate to schools with Drum Corps to lead the Division during the parade *Communicate with LGU re permit for the parade 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 during the parade until the opening program 3. To take charge on the order of the parade</p>
<p>12.Exhibition Game/Sports</p> <p>Facilitator on Individual Contest at BCT on Day 2</p>	<p>Carlos G. Rara –Chairman Sonny Rojas –Co – Chairman Paul O.Orong Armand Valde Members: Sharon Bongocan Leny G.Ama John P.Rarogal Elson Dahilog Roel A.Tilanduca</p>	<p>*Refer to the Regional coordinator regarding games and tours * 1. To organize exhibition games for the sports newswriting 2. To 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 . 5. To facilitate the holding area and orderliness of participants at BCT (Individual Contest) 6. 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>13.Tour</p>	<p>Paul O. Orong –Chairman John P. Rarogal –CO-Chairman Members: Elson Dahilog Wilfredo Baimocena Roel A.Tilanduca Jonathan Dagaang Juan Bacang Erwin Cabucos</p>	<p>*Refer to the Regional coordinator regarding the tour *Get fliers of possible places to be visited *Coordinate with transportation committee 1. To determine the desirable places for feature writers e.g. historical, national scenic views and educational places. Guide ; assist on the places to visit 2.To ensure safety during the tour 3.Ask approval of the management of the venue to be visited</p>
<p>14.Kit committee</p>	<p>Angelina A. Cacharo - chairman Marsfifth Mamawag – co – chairman Members: Mary Fe Gumayao New Ilocos Zelda Arceno Patpat Marylan Tandog Tintinaan Severina A. Gamot Natid-asan Cynthia Berial Padernal Genevive Perino Cabangahan Raquel S.Ombayan Mapulo/Tuburan Amor Celeste P.Rojas - Indalasa Evelyn Salem Miglamin Rosalinda Puno Bagong Silang Naome Francisco Sawaga Josette S.Ygonia AVES Narita S.Padua Linabo Mara Ella S.Rabino Laguitas</p>	<p>1.To take charge the meal tickets and be accountable of all materials and the kit bag (RSPC '16 kit) 2.To ensure the RSPC '16 kit to registered delegates with Official Receipt only 3.To count and double check upon releasing the kit 4. To require claimant to sign over printed name upon receiving the kit. *Patronize products of Senoir High School for kit and souvenirs *Get the total number of participants,judges,guests,officials for the kit *You may assign schools to give token or souvenir to the participants *Kit shall include schedule of activities, ID, meal stub and hotlines *Coordinate with the ICT for the production of ID for all participants. Separate ID for **Contestant ** Coach ** Working Committee</p>
<p>15.Decoration Tarpaulin Printing Display of Streamers</p> <p>Opening Closing Mayors Night</p>	<p>Jasmin J. Adriatico –Chairman Susan S.Olana,PhD Co- chair Members: Valentino Eborá BNHS Everardo Calopez BNHS Liliosa Castor BNHS Gregory Paul Lucero BNHS Ramon Castor Sr. BNHS</p>	<p>1.To design, print tarpaulin for opening ,closing and Mayor's night 2.Decorate the stage with flowers and other facilitate that the stage is well arranged and presentable suited for the occasion 3. To display tarpaulins to strategic areas (Plaza, Division Office etc.)</p>

(Brgy.9)	Norman D.Melendez Seven T. Ama Wendy O. Egoy Norma L.Manubag Lorna C. Alboroto Ariel T. Pataca Mobile Teacher	
16.Health and safety disaster Security Committee	Nancy L. Dequito - Chairman Jimdandy S. Lucine - Co chair Members : Mary Larcy B.Pojas Alma B.Molina Ma.Corazon P.Abregana – BNHS Hazel M.Rusiana Dinaflor Raagas Gemma Maramba Maritess Melendez	*To provide policemen, security during RSPC activity at BUKSU opening ,closing, lectures and proper contest 1.To ensure safety to all delegates 2.To promote the health of the delegates e.g. checking BP's, provide first aid medicine as needed, 3.To coordinate with the disaster committee in case of emergency
17.Accomodation Meals and Snacks of Regional Staff, RSPC judges	Jesus V. Muring Ed.D.– Chairman Abel P.Galler co-Chair Members: School H.E Teachers of Agnes Susawie Berondo Sumpung Ivy Jumam as Cayan IS Jonalyn Badajos Gilelee Gin Gallogo Gheallze Tintinaan Kris Pagading Candiisan Norman R.Manatad Manalog • Elbert Sagubay Baganao • Elma Canillo Kibalabag • Melchine T.Berial Kilap-agan • Maravelous Margasita Teachers of BCT	<ol style="list-style-type: none"> 1. To provide sleeping quarter, food, entertain Regional staff, judges 2. Coordinate Dr. Olana on their venue on checking or evaluation of outputs on individual contest 3. Provide meals and snacks on the collaborative and broadcasting at BUKSU of judges , operators and facilitators, 4. Provide meals and snacks on RSPC Facilitators on individual contest at BCT ES
18. Food and Catering	Chairman: Rosie A. Salupado Co- chair- Members: Angelina Cacharo Perlita Wales MarsFith Mamawag Novem Sescon Division Nurses	<ol style="list-style-type: none"> 1. Checks the food (Meals and snacks) serve by the caterer. * Is it served on time? * cleanliness and sanitation of the mess hall * segregation of waste food

		<p>and garbage</p> <p>*Is the Menu followed by the caterer?</p> <p>* Are all the caterer served the same menu?</p> <p>Others.</p>
<p>19.Solicitation Mayors Night</p>	<p>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 Victor Maestrado Teofilo Ontoy</p>	<ol style="list-style-type: none"> 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
<p>20. Monitoring and Steering</p>	<p>Ralph T.Quirog Chairman Lorenzo O. Capacio,EdD co - Chairman Members: Vicente Sanmiguel Susan Olana Atty. Pilar Zamora All PSDS</p>	<ol style="list-style-type: none"> 1. Action staff to find means and ways to solve problem encountered. 2. To check all chairman, co - chair on different committee for the readiness of the activity 3. To follow up and see to it that everything is ready for RSPC
<p>21.Technical Committee</p>	<p>Maria Concepcion S. Reyes Chairman Rachel R. Valde Co- Chairman Members: All Chairman in each committee</p>	<ol style="list-style-type: none"> 1.Coordinate with the Regional RSPC Coordinators on the activities 2.Coordinate with SDS, Chiefs, Chairman on each event RSPC 3. Seek approval on venue of Opening, Closing, Mayors night 4. Serves as end user of the activity. 5.Prepare training design, memos and other supporting papers 6. Follow up on the winning bidders o food (Lot 1- 5) 7.Contact Journalism coordinators in each Division on the exact number of participants by division 8. Coordinate School Heads on pre ocular inspection on billeting quarters, venues on sports events, closing,opening,mayors night.
<p>22.Saludo</p>	<p>Edsel James R. Quemado-</p>	

	<p>Chairman Amadia N. Balisado – Co – chair</p> <p>Members: Jerry A. Java Armand A. Agustin Glissy G. Callanta Vilma T.Fuentes Carmelita Albarece Prima Panchacala</p>	<p>1. Prepares saludo for the RSPC delegates</p> <p>2. See to it that every delegates can participate the schedule practiced</p> <p>3. Have a lively presentation during the opening</p>
23.Contest Com.	<p>Liza G.Balintongog Susan S.Olana Ph.D</p>	<ul style="list-style-type: none"> • Assign the Following 16 contest facilitators who are young ,active and vibrant *4 Facilitators for Press Conference *4Facilitators for Sports Coverage • For Press Conference, invite the following: • Policeman(preferably Station Chief)City Mayor and DepEd Officials(SDS or the chief of CID) • An orientation will be conducted on October 11, 2016 T 10:00 Am by the Regional Journalism Coordinators. Please Find a room for this activity
24.Souvenir Program	<p>Liza B. Balintongog Susan S. Olana PhD</p>	<p>*Come up with souvenir program.</p> <p>*Follow up assistance from the 14 Divisions.</p> <p>* Hit the target time distributing copies to guest and visitors</p>