



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM-2023-03-101
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 DATE: 23 2023 re: 4:55
 By: *[Signature]*

DIVISION MEMORANDUM

No. 101, s. 2023

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors, OSDS, SGOD, CID and Staff
 This Division

FROM: *[Signature]* VICTORIA V. GAZO, PhD, CESO V
 Schools Division Superintendent *[Signature]*

DATE: March 23, 2023

SUBJECT: Meeting of Working Committees for the conduct of 2023 Regional Festival of Talents

1. Relative to Regional Memorandum No. 85, s. 2023 re: 2023 Regional Festival of Talents (RFOT) with a theme "Proving Learner's Resilience through Showcasing Skills and Talents in Culture, Arts and Technology", a meeting of working committees will be held on March 24, 2025 at 9:30 AM, GAD Hall, division office.
2. This activity aims to provide opportunities for learners from elementary and secondary schools to showcase their skills and talents in different disciplines and provide a platform in assessing the learners' artistic abilities, language, scientific, technological and livelihood skills, critical analysis and deep reasoning among others.
3. Attached is the list of working committees.
4. Queries related to this activity can be relayed to Sharon Mae A. Bongocan, at 09359357158.

Copy furnished:

Records Unit
 To be posted in the website.



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2023 RFOT Committees

April 20-21, 2023

	COMMITTEE	MONITOR/FACILITATOR		JOB DESCRIPTIONS
		RO	SDO	
1	Registration and Attendance	Chair – Allan L. Mansaladez, Chief, PPRD Co-Chair – Ana Belen S. Muring	Chair: Analy L. Ocier Co-Chair: Lucilyn M. Cahucom Members: Xyelle Kaye C. Soria	<ul style="list-style-type: none"> • Prepare Registration Sheets • Monitor the attendance of participants in their billeting quarters • Plan out smooth mechanism in the conduct of registration and monitor the attendance in three original copies. • Coordinate host schools to provide registration area and focal person in the committee. • Collect completed attendance sheets from the 14 divisions and all guests, RFOT-RTWGs, etc. • Others deemed necessary
2	Accommodation of Participants/Billeting Quarters	Chair- Myron Gil G. Talosig, Chief, ESSD Co-Chair - Engr. Maria Fels A. Trompeta	Chair: Jovy G. Molina Co-Chair: Ferdinand V. Mortera Ma. Concepcion S. Reyes	<ul style="list-style-type: none"> • Prepare directory of host schools, emergency hotlines, and house rules. • Coordinate with Medical Team • Coordinate with the committee of the host school on the readiness of billeting schools • Provide guidance in the observance of health protocols and putting up of reminders per IATF instructions • Monitor the accommodation of participants including the following: <ol style="list-style-type: none"> 1. School signages 2. Ratio of participants to room 3. Water, light/electrical connection, beds, beddings, internet connection 4. Peace and security in coordination with the LGU. 5. Assignment of attendant of every billeting room

				6. Involvement of the BSP/GSP 7. Others deemed necessary
3	Accommodation of Guests, Judges, & RFOT TWG	Enerio Ebisa, Chief, HRDD and the HRDD Team	Chair: Rachel R. Valde Co-Chair: Imelda S. Bentillo Member: Aba Q. Allaba	<ul style="list-style-type: none"> • Coordinate with the registration committee on the accomplished and signed registration committee.
4	Program, Invitation, Communication	Chair – Mala Epra B. Magnaong Ramon G. Abrera, Jr.	Chair: Woodrow Wilson B. Merida Co-Chair: Paterno T. Padua Members: Dianne Aro Jaymel Guinlamon	<ul style="list-style-type: none"> • Send invitation letters to guests, judges and other important personalities • Prepare and reproduce copies of program for the opening and closing/awarding ceremony • Distribute copies of the program to the involved persons • Inform/assign the people involved of the parts of the program • Others deemed necessary
5	Opening and Closing Ceremonies (Masters of Ceremony)	Bienvenido U. Tagolimot Ray Butch Mahinay Armando Agustin	Chair: Sharon Mae A. Bongocan Co-Chair: Dindo M. Gabales	<ul style="list-style-type: none"> • Coordinate with the program committee on the flow of the activities and prepare production script to be consulted to the steering committee. • Prepare budget for the opening and the closing program. • Coordinate with the decoration committee • Assign hosts for the closing program • Coordinate with ICTs to have a screen where names of winners and Divisions, etc are flashed as these are called • Identify the Assignment of Masters of Ceremonies • Orient MC of the parts of the program • Be able to know the people involved prior to the start of the program
6	Finance Committee	Mary Ann D. Neri, CPA Chief, Finance Division Waynie Lou T. Ybanez, CPA	Chair: Rhysa Cyle C. Rosalejos Co-Chair: Sibyl L. Maputi Members: Rufelia A. Limbengco Florabelle M. Porras	<ul style="list-style-type: none"> • Coordinate with CO regarding downloading of funds to RO • Coordinate the registration committee on the accomplished and signed registration and

				<p>attendance sheet.</p> <ul style="list-style-type: none"> • Provide assistance to the working committees on matters relating to budget
7	Procurement		<p>Chair: Pamela L. Astudillo Co-Chair: Joeril C. Labita Members: Louie Jay O. Tito John Daguinotas</p>	<ul style="list-style-type: none"> • Coordinate with the program holders on the materials to be procured • Work closely with finance division for funding • Others deemed necessary
8	Transportation for the Participants			<ul style="list-style-type: none"> • Provide vehicles for the RTWGs • Monitor the vehicles for all divisions to transport participants from the billeting quarter to the contest venue and vice versa only. • Others deemed necessary
9	Usherettes & Socials		<p>Chair: Pamela L. Astudillo Co-Chair: Filipina T. Taray Members: Irish J. Cagatcagat Sunshine C. Gamboa Louei Jay O. Tito Bryan G. Garces Joeril C. Labita</p>	<ul style="list-style-type: none"> • Coordinate with the committee of the host division • Usher VIPs during the ceremonies (opening, closing, awarding) • Ensure host of the mayor's night to provide usherettes, etc. • Distribute programs to guests and visitors • Plan attire for the different ceremonies
10	Food and Catering Meals and Snacks	<p>Edith L. Ortega Chief FTAD FTAD Team</p>	<p>Chair: Rosie A. Salupado Co-Chair: Perlita B. Borgoniosa Members: Novem A. Sescon</p>	<ul style="list-style-type: none"> • Prepare list of potential caterer and menu • House rules for food distribution • Coordinate with the committee of the host division for the food of judges and guests • Monitor the foods served, flowing coffee, and cleanliness of the mess hall • Facilitate in the daily distribution of snacks and meals to the judges, TWG/Support Staff and Working Team, LGU and Division personnel
11	Awards and Certificates (Preparation and Distribution of trophies, medals and certificates during the awarding)	<p>Emerald A. Cabigas, EPS</p>	<p>Chair: Vicente G. San Miguel Co-Chair: Rex C. Dacanay Members: Eaia Garcia Rhea Mae Cabuyaon</p>	<ul style="list-style-type: none"> • Print Certificates of Recognition with the names of the winners (one for the student writer and one for the coach) • Check the correctness of the names and text of the certificates

				<ul style="list-style-type: none"> • Coordinate with the committee of the host division for the following: <ul style="list-style-type: none"> - Certificates of Appearance (for all) - Certificates of Participation (for all) - Certificates of Recognition (for winners and coaches) - Medals and Trophies with accurate number • Check and account the correct number of medals, trophies and certificates • Facilitate the awarding and make it sure that the distribution of medals, trophies and certificates is in order • Others deemed necessary
12	Documents and Records, Photography and Video Production	Jesus V. Muring, EPS	Chair: Rosalio A. Arangco Co-Chair: Ria K. Alquizar Members: Karl Lois L. Paganon Emelyn R. Tugonon Darry Tuminao Dave Feliciano	Monitor the following tasks: <ul style="list-style-type: none"> • Document all activities, take photos • Keep complete records as to names of participants, names of winners, etc. • Prepare pictorial accomplishment report • Package the whole duration of the conference in print and in video clip
13	Physical Facilities/Arrangement and Disaster	Arnel Genita, SEPS	Chair: Leslie T. Fontanilla Co-Chair: Jimdandy S. Lucine	<ul style="list-style-type: none"> • Coordinate with LGU for possible assistance re screened quarters • Communicate with community leaders for Tanods to be on duty 24/7 • Conduct ocular inspection of the venue for the Opening program and Awarding, judges' room and contest rooms • Facilitate in the cleaning, arrangement and readiness of the said venues • Check the needed materials for the actual contest/activity • Others deemed necessary

14	Health and Safety		Chairman: Marcosjulita K. Fulgencio Co- Chairman: Marcela Panganiban Members: Alma B. Molina Mary Larcy V. Porras Keziah Fatima M. Un Hazel O. Marabe Marie Cris V. Obenita Jennifer L. Madelo Ian Augustus E. Nunez	<ul style="list-style-type: none"> • Assign team in all billeting schools • Provide orientation to participants re health and safety matters • Include in the procurement first aid kit, paracetamol, medicines for stomachache, insect bites, etc Monitor participants' health condition Provide first aid medicines to participants who get sick
15	Kits (Preparation and distribution)	Marivic D. Labitad	Chairman: Jasmin J. Adriatico Co- Chairman: Gretchen V. Catane Member: Ethyl B. Ligando	<ul style="list-style-type: none"> • Get the total number of participants, judges, guests, officials for the kit • Kit shall include schedule of activities, ID, and hotlines. Coordinate with the ICT for the production of ID for all participants. Separate ID for <ol style="list-style-type: none"> a. Contestant b. Coach c. Working Committee
16	Quality Assurance	Chair – Rogelio C. Evangelista	Chair: Edelina M. Eborá V- Chair: Mary Gladys J. Dublas	<ul style="list-style-type: none"> • Prepare QAME links for the entire duration • Monitor responses of participants • Coordinate with the management to address issues which are found in the responses
17	Contest Venues	Arnel Genita	Chairman: Manny B. Pimentel Co-chairman: Evernold C. Berial Member: Mary Gladys J. Dublas	<ul style="list-style-type: none"> • Coordinate with Working Team and the Division TWG for the contest proper, contest rooms and judges' rooms • Prepare contest rooms • Place labels to be mounted at the entrance of the contest rooms • Prepare signage to be carried by the scouts Others deemed necessary

18	Events Committee <ul style="list-style-type: none"> ● Sining Tanghalan ● Technolympics ● PopDev ● STEMazing ● Musabaqah ● Special Needs Education Expo ● Lingo Star -SPFL ● Read-A-Thon 	Benz U. Tagolimot WilliamC. Agomana Armando A. Agustin Nick C. Pañares Carlos B. Llamas III Ellen d. Cabahug Ramon G. Abrera, Jr. Carlos B. Lmas III Armando A. Agustin	Sharon Mae A. Bongocan Dindo M. Gabales Virgilin R. Pizarro Analy L. Ocier Virgilin R. Pizarro Liza G. Balintongog Ma. Concepcion S. Reyes Rachel R. Valde Ma. Concepcion R. Reyes	<ul style="list-style-type: none"> ● Assign the following: <ul style="list-style-type: none"> - Contest facilitators who are young, active and vibrant ● Schedule an orientation for all contest facilitators ● Orient the judges of the criteria and contest mechanics ● Provide judges with hard copy of rating sheets and contest guidelines
19	ICT	Ralph Simon Mabulay ICT TEAM	Chair: Paul C. Arias V-Chair: Ariel T. Garcia	<ul style="list-style-type: none"> ● Coordinate with the Program holders ● Capture moments of RFOT and play these at the venue while take charge of led screen and presentation designs
20	Contest Materials	RO PAPS Holders	DO PAPS Holders	<ul style="list-style-type: none"> ● Take charge in the reproduction of materials and contest pieces ● Receive outputs from contest rooms (direct from Contest Committee Chair) ● Ensure proper lighting and working tables ● Others deemed necessary
21	Tabulation, Consolidation of Results and Preparation of Power Point Presentation of the Results for the Awarding	ICT TEAM	Chairman: Paul C. Arias Co-Chairman: Ariel T. Garcia	<ul style="list-style-type: none"> ● Collect and consolidate the official and final results by event and by category. ● Keep the consolidated results intact ● Work with RFOT event coordinators and take instructions thereat during the consolidation of results ● Prepare power point presentation for the awarding ceremony, starting with 5th place, ending 1st place and all. ● Others deemed necessary
22	Decoration/Stage	Armando A. Agustin	Chairman: Edelina M. Eborá	<ul style="list-style-type: none"> ● Prepare and decorate the stage

	Backdrop	Regional Office monitor	Co- Chairman: Everardo Calopez Member: BNHS Team	<ul style="list-style-type: none"> • Put up the tarpaulins • Facilitate the mounting of materials needed during the opening and awarding ceremony • Restore the venue including cleaning and keeping the place clean • All others deemed necessary
23	Cleanliness/Restoration/ After-Care	Arnel Genita, SEPS	Chairman: Marcosjulita K. Fulgencio Co- Chairman: Marcela Panganiban Members: Alma B. Molina Mary Larcy V. Porras Keziah Fatima M. Un Hazel O. Marabe Marie Cris V. Obenita Jennifer L. Madelo Ian Augustus E. Nunez	<ul style="list-style-type: none"> • Prepare, clean and put the venues in order before, during and after the activity • Others deemed necessary
24	Peace and Security	ESSD TEam	Chairman: Manuel A. Dinlayan Co-Chairman: Rio A. Arbutante	<ul style="list-style-type: none"> •
25	Publication	Ramon Abrera	Chairman: Ma. Concepcion S. Reyes Co-Chairman: Evernold C. Berial	<ul style="list-style-type: none"> •