



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

UNM 2023-06-079
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: 6/29/22 TIME: 10:43
 BY: [Signature]

MEMORANDUM

TO: Woodrow Wilson Merida –Division Office (SGOD)
 Joseph Arthur Pimentel --Bukidnon National High School
 Imee Christy Corona --Bangcud National High School
 Marchie Joy Serafin-Yap --Malaybalay City Science National High School
 Everly Cosmod --Bukidnon National High School

FROM:  **CHERRY MAE LIMBACO-REYES**
 Schools Division Superintendent

DATE: June 27, 2023

SUBJECT: COMPOSITION OF THE REGIONAL PRODUCTION TEAM FOR THE 2023 NSPC AND NFOT

1. Pursuant to Regional Memorandum No. 0342, s. 2023, Composition of Regional Production Team for the 2023 NSPC and NFOT, your services are hereby requested as part of the production team.
2. The attached regional memorandum stipulates Your specific team assignment and tasks.
3. Board and lodging, travel, and other incidental expenses will be charged to local funds, subject to the usual accounting and auditing rules and regulations.
4. Service credits or compensatory time-off (CTO) shall be granted to the members of the production team for working days that will fall on holidays or weekends in accordance with the CSC and DBM Joint Circular No. 2, s. 2004.
5. Queries related to this can be relayed to Sharon Mae A. Bongocan, EPS at 09359357158.

To be posted in the website.

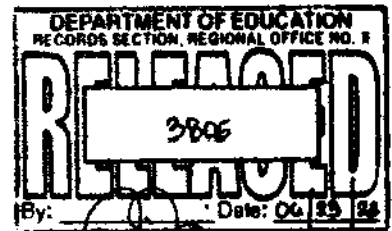


Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



June 22, 2023

2023-76391

REGIONAL MEMORANDUM
No. 0542, s. 2023

COMPOSITION OF THE REGIONAL PRODUCTION TEAM
FOR THE 2023 NSPC AND NFOT

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Regarding the hosting of the 2023 National Schools Press Conference (NSPC) and National Festival of Talents (NFOT) on July 17-21, this Office has created the production team whose tasks are as follows:

- a. **Concept Development:** The production team develops the show's concept and vision, which include determining the show's format, theme, tone, and overall artistic direction.
- b. **Budgeting and Financial Management:** The team creates and manages the show's budget to ensure that expenses are within the allocated funds. They negotiate contracts with suppliers, handle financial transactions, and monitor expenses throughout the production process.
- c. **Venue Selection and Logistics:** The production team identifies and secures appropriate venues for the show by considering factors such as size, location, technical requirements, and audience capacity. They coordinate logistics related to setup, staging, seating arrangements, and other venue-specific considerations.
- d. **Casting and Talent Management:** If the show involves performers, the production team is responsible for casting and auditioning actors, dancers, musicians, or other talents. They manage schedules and ensure that the cast is adequately prepared for rehearsals and performances.
- e. **Production Schedule and Timeline:** The team creates a production schedule, rehearsals, technical setups, and show dates. They coordinate and manage the timeline to ensure that all aspects of the show are executed on time.
- f. **Technical Production:** The production team handles technical aspects such as set design, lighting, sound, special effects, and audiovisual elements. They work closely with technical crews, designers, and engineers to ensure smooth technical execution during rehearsals and performances.
- g. **Rehearsal Coordination:** The team schedules and organizes rehearsals, coordinating with the director, performers, and technical crew. They ensure that rehearsals run efficiently, manage any required script or blocking changes, and provide support to the creative team.
- h. **Costume, Makeup, and Prop Management:** The production team oversees the selection, creation, and management of costumes, makeup designs, and props. They ensure that all necessary items are sourced, fitted, maintained, and utilized appropriately during the show.
- i. **Stage Management:** The production team manages the backstage operations during performances. They coordinate cues, oversee scene changes, and ensure that the show runs smoothly by working closely with stagehands, performers, and technical crew.



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856-3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph
<http://deped10.com>



- j. **Audience Management:** The team handles ticketing, seating arrangements, and overall audience management. They ensure a positive and enjoyable experience for the audience, including providing information, managing crowd flow, and addressing any concerns or issues that arise.
 - k. **Post-Show Evaluation and Wrap-up:** After the show, the production team conducts a post-show evaluation to assess its success and identify areas for improvement. They handle post-production tasks such as equipment breakdown, strike, and wrap-up activities.
3. There will be a coordination meeting with the other teams (e.g., stage set-up, physical) at DepEd Regional Office X. Specific details will be released through a separate memorandum.
 4. The production team members' board and lodging, travel, and other incidental expenses will be charged to local funds, subject to the usual accounting and auditing rules and regulations.
 5. Service credits or compensatory time-off (CTO) shall be granted to the members of the production team for working days that will fall on holidays or weekends in accordance with the CSC and DBM Joint Circular No. 2, s.2004.
 6. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subjects:

NSPC NFOT

CLMD/butch

COMPOSITION OF THE REGIONAL PRODUCTION TEAM
FOR THE 2023 NSPC AND NFOT

PRODUCTION TEAM

Headquarters: City Central School, Cagayan de Oro City

I. Overall Management

| No. | Names | Office |
|-----|---------------------------------|-----------------|
| 1. | Dr. Arturo B. Bayocot, CESO III | Regional Office |
| 2. | Ray Butch D. Mahinay | Regional Office |
| 3. | Carlos B. Llamas III | Regional Office |

II. Technical Production Team

| No. | Names | Office | Assignment |
|-----|-----------------------|---------------------|------------------------|
| 1. | Ranie Livero Villamin | Regional Office | Overall Production |
| 2. | Leigh Enayo | SDO Tangub City | Lights |
| 3. | Imee Cristy Corona | SDO Malaybalay City | Music |
| 4. | Jayffer Regis | SDO Iligan City | Music |
| 5. | Woodrow Merida | SDO Malaybalay City | Music |
| 6. | Renel Jay Quirit | Regional Office | LED Wall Presentations |
| 7. | Ralph Simon Mabulay | Regional Office | LED Wall Presentations |
| 8. | Dennis Carl Fuentes | Regional Office | LED Wall Presentations |
| 9. | Braindol Abad | SDO Iligan City | Multimedia Materials |

III. Audience Management Team

| No. | Names | Office | Assignment |
|-----|------------------|-------------------------|--------------------------|
| 1. | Ellen D. Cabahug | Regional Office | Head, Ushers |
| 2. | Sylvio Carciller | SDO Cagayan de Oro City | Atrium Entrance and Exit |
| 3. | Kristin Libot | SDO Cagayan de Oro City | Sign Language |
| 4. | Fely Mustard | SDO Iligan City | Sign Language |
| 5. | Everly Cosmod | SDO Malaybalay City | Sign Language |

IV. Production Design Team

| No. | Names | Office | Assignment |
|-----|--------------------|----------------------|--------------------|
| 1. | April Ben Licayan | SDO Gingoog City | Head Choreographer |
| 2. | Imee Cristy Corona | SDO Malaybalay City | Choreographer |
| 3. | Ronjie Rosete | SDO Misamis Oriental | Choreographer |

| | | | |
|----|-----------------------|-------------------------|---------------|
| 4. | Arellano Carpio Jr. | SDO Ozamiz City | Choreographer |
| 5. | Bobby Glen Casanos | SDO Malaybalay City | Choreographer |
| 6. | Robert Dechos | SDO Iligan City | Choreographer |
| 7. | Farrah Alvie Ablanque | SDO Cagayan de Oro City | Choreographer |
| 8. | Jun Carpio | SDO Ozamiz City | Choreographer |

V. Stage Management Team

| No. | Names | Office | Assignment |
|-----|-------------------------|---------------------|--------------------------------|
| 1. | Rotsen Escorial | SDO Gingoog City | Stage Manager |
| 2. | Joseph Arthur Pimentel | SDO Malaybalay City | Floor Director |
| 3. | Marchie Joy Serafin-Yap | SDO Malaybalay City | Floor Director |
| 4. | Jerry Tubo | SDO Valencia City | Floor Director |
| 5. | Mary Ann Nunez | SDO Lanao del Norte | Ingress and Egress (Left) |
| 6. | Irish Subingsubing | SDO Lanao del Norte | Ingress and Egress (Right) |
| 7. | Juanel Baguio | SDO Gingoog City | Ingress and Egress (Center) |

VI. Casting and Talent Management Team

| No. | Names | Office | Assignment |
|-----|-------------------|------------------------|-----------------------|
| 1. | Aimee Pareño | SDO Iligan City | Casting Officer |
| 2. | Jayffer Regis | SDO Iligan City | Casting Officer |
| 3. | Wilson Begornia | SDO Lanao del Norte | Casting Officer |
| 4. | Harry Ken Roferos | SDO Misamis Occidental | The 7th Chord Manager |

VII. Hosts

| No. | Names | Office | Assignment |
|-----|------------------------|---------------------|---------------------|
| 1. | Ramon G. Abrera Jr. | Regional Office | Stage Emcee |
| 2. | Federico Araniego, Jr. | SDO Ozamiz City | Floor Emcee |
| 3. | Woodrow Merida | SDO Malaybalay City | Voice Over (Male) |
| 4. | Shareen Baslot | SDO Gingoog City | Voice Over (Female) |