



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

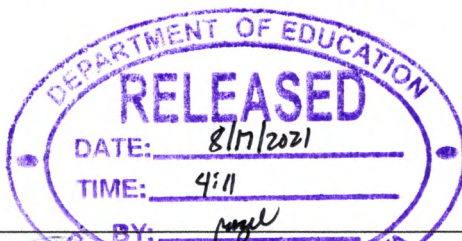
17 August 2021

DIVISION MEMORANDUM
No. **306**, s. 2021

CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 294, S. 2021 RE BESKAYA EDUCATORS' CONGRESS

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors (PSDS)/District In-Charge (DIC)
All others concerned

1. In view of the previous Memorandum, this Office issues the following rectifications and additional information, to wit:
 - a. the official title of the upcoming congress shall be “**SDO-NV Educators' Congress 2021**”;
 - b. as agreed during the Staff Orientation Workshop (SOW), the different **committees** and respective members encapsulating the Program Management Team (PMT) shall be taken from the Division's standing committees as per **Division Memorandum No. 2, 2021** otherwise known as *Composition of Overall Committees for Division-Wide Activities FY 2021* (see attached);
 - c. the **final program matrix**, inclusive of all the names of keynote speakers, presenters, reactors, moderators and/or synthesizers and all others involved in the Congress also hereto attached; and
 - d. all presenters are expected to submit a copy of their presentations on or before **September 1, 2021** to the Office of the SDS, Attn. **Dindo John H. Moreno PhD, EPS English**.
2. All other provisions in the previous Memorandum are retained.
3. For information and compliance.



RACHEL R. LLANA PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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PROGRAM MANAGEMENT TEAM (PMT)

COMMITTEE	TASKS	IN-CHARGE
OVERALL L&D MONITORS/ IMPLEMENTERS	<ul style="list-style-type: none"> - Implement the L&D as planned - Monitor and guarantee smooth implementation as per set logistics (ensure the provision of supplies and management, attendance, time, MOL, etc.) 	Rachel R. Llana PhD, CESO VI Mary Julie A. Trus PhD Romulo S. Ancheta PhD Evelyn V. Ramos EPS PSDS/DICs <i>with Support Monitors:</i> John Michael B. Cachero PhD Marianne C. Eugenio PhD Noli Mar M. Navarro EdD Julius C. Calangan
REGISTRATION / ATTENDANCE, CERTIFICATES	<ul style="list-style-type: none"> - Facilitate the systematic registration and/or attendance of participants - Process PR for related supplies needed, lay out, print and distribute certificates [including packaging – frame, jacket if necessary] of participation, appreciation, recognition to participants, facilitators, guests, speakers 	Princes C. Aquitania Singasing G. Valdez Lovely Princess G. Ramos Rosula Balberan Jennilyn T. Roda Rexelda B. Bancod Erlinda L. Roduta
L&D EVALUATION (QUAME) LEVELS 1 AND 2	<ul style="list-style-type: none"> - Quality assure the preparation and implementation of the program/activity - Conduct advance monitoring of the preparation of the program/activity - Coordinate with the program in-charge re feedback/input as monitored - Provide link and facilitate the program evaluation 	Noli Mar M. Navarro EdD Julius C. Calangan Macrino A. Raymundo EdD Rommel S. De Gracia PhD Marivic C. Bacud EdD Arnel A. Panganiban Yunima T. Batog Marianne C. Eugenio PhD
STAGE AND HALL DECORATION, PREPARATION AND RESTORATION	<ul style="list-style-type: none"> - Ensures that the venue is well prepared for the activity - Restore decorations and other logistics from the session/training hall after L&D, ready for next users - Consult with the <i>Program, Invitation and Documentation Committee</i> for the venue design, tarpaulin, etc. 	Roger S. Sebastian PhD Cesario C. Mariano EdD Arnel M. Batalla EdD Engr. Caroline Q. Lagula Alano B. Mendoza Edgar B. Capuno Amante D. Afan Marvin Q. Quiambao Brian Caesar T. Macababba Rodolfo G. Mariñas Jr. Allan C. Amalingan Arsenio Gauan Janet Marie Ramos Merry Christine Ruar
SUPPLIES AND MATERIALS	<ul style="list-style-type: none"> - Prepare PR, Canvass for the supplies and other 	Gaye D. Castillo Orlando D. Vicente PhD

COMMITTEE	TASKS	IN-CHARGE
	materials needed for the program/activity - Lead the distribution of the supplies/materials to all concerned - Ensure to communicate with the program management committee re availability/lacking of supplies needed - Coordinate with the program in-charge -	Maricel S. Franco PhD Wilhelmina C. Castro Lina Pal-ec Francis C. Linda Cipriano B. Juan Van Garingan
PRESENTATIONS (TEMPLATES FOR PRESENTERS/REACTORS/ SYNTHESIZERS/MODERATORS INCLUDING GUIDE QUESTIONS AND THE FORMAT OF ABSTRACTS FOR THE CONGRESS' JOURNAL)	- To craft and provide standard templates for the presenters, reactors, synthesizers and moderators - Design and provide standard format of Abstracts - Quality assure	Dindo John H. Moreno PhD Rommel S. De Gracia PhD
PRESENTERS/REACTORS/ SYNTHESIZERS/MODERATORS	- Deliver/perform the assigned topics the NEAP way	<i>(in Program matrix)</i>
PROGRAM, INVITATION AND DOCUMENTATION (INCLUDING MINUTES, *NARRATIVES/TERMINAL REPORTS) <i>* with HRDS as proponents</i>	- Prepare and submits proposals, communication, print and distribute program, invitation encapsulating the activities/sessions to be covered - Layout and prepare tarpaulins, handover the same to the Stage and Hall Decoration, Preparation and Restoration Committee - Ensure that the activity is communicated to all concerned - Take charge of the smooth flow of the program as set / planned - Record the program proceedings through minutes, photo/video documentation - *Prepare and submits terminal reports	Melany M. Asuncion PhD Dindo John H. Moreno PhD Bermelita A. Guillermo PhD Imelda S. Moreno Hilda Aragon PhD Herminigildo U. Gandeza Geepee Kelsey E. Vidad Dorina V. Sampaga
ACCOMMODATION/RECEPTION	- Facilitate provision of healthy foods, inclusive of the procurement (PR for food), preparation and service - Take charge of the billeting of participants and program management team - Coordinate with the venue administrator/ in-charge re Accommodation logistics	Maritess E. Vidad Nimfa Norie A. Aquino PhD Phoebe V. Acojido PhD Rayda Joy C. Calansi Merlyn S. Abat Hazel B. Arreo Herbert Mangabat Maricar N. Valido
MULTIMEDIA / TECHNICAL / ICT	- Set-up and maintain equipment (mic, LCD, white screen, sound system, etc.) - Prepares AVP and other multimedia logistics	Pink Euria L. Montano Howard Jean Francois V. Doles II Chester C. Cortez Clydinne A. Ballon Romeo Emmanuel C. Yarcia II

COMMITTEE	TASKS	IN-CHARGE
	needed for/during the program - Secure multimedia and/or ICT connections throughout the duration of the activity	Maricel U. Bata Darrel John De Guzman Herminigildo U. Gandeza Zenaida B. Tacadena Dexter L. Partricio Stevence Pabiona
FINANCIAL LOGISTICS	- Ensure the processing and provision of financial needs, in accordance to standards	Emerson B. Balut CPA Jeassel J. Alayu Adelwisa D. Obaña Ritzelle Marie C. Nicolas
HEALTH AND WELLNESS	- Coordinate safety protocols and do triage for protection - Ensure readily available emergency kits for the whole duration of the activity - Monitor the BP of people involved every now and then - Conduct a form of exercise thru Zumba, Tiktok, etc. as part of the conditioning of the body prior and during the program/activity <i>(if needed)</i>	Rydiant Joy Blessing L. Manuel and all SHS Employees



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SDO-NV Educators' Congress 2021

"Metamorphosing Harmoniously Towards a Resilient New Normal"

Date: September 6 – 8, 2021
 Modality: Blended (virtual – participants; f2f (SDO Hall) – PMT)
 Host: Herminigildo U. Gandeza

Day	Time	Session/Topic	Presenter (15 mins. or less)	Reactor (15 mins. or less)	Moderator/Synthesizer (15 mins. or less)
1 (School Heads)	Preliminaries (8:30-9:00)				
		• National Anthem	- AVP		
		• Prayer	- AVP		
		• SDO Quality Policy	- AVP		
		• Welcome Remarks	- Mary Julie A. Trus PhD, OIC-ASDS		
	• Rationale and Statement of Purpose	- Evelyn V. Ramos, Chief - CID			
	• Message	- Rachel R. Llana PhD, CESO VI, OIC-SDS			
	• Keynote Speaker	- Benjamin D. Paragas PhD, CESO V, Director IV, Regional Director, DepEd RO 2			
	9:00-9:45	BELCP	Ronie A. Bibas	Imelda S. Moreno	Mona Lisa A. Cabato PhD
	9:46-10:30	SBM	Gemma N. Sta. Ines EdD	Melany M. Asuncion PhD	Catherine Tactay
	10:31-11:15	Sustaining Partnership	Ronaldo J. James	Roscoe N. Gacusana EdD	Nathaniel Aliguyon
	11:16-12nn	Resource Management (Financial, Human)	Divina I. Ramel	Emerson B. Balut CPA	Ritzelle Marie C. Nicolas *TL – Dindo John H. Moreno PhD
2 (Teachers)	8:30-8:45	Keynote Speaker	Octavio V. Cabasag PhD Chief, CLMD – DepEd RO2		



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	8:46-9:30	LAC	Merlie M. Binay-an PhD	Marianne C. Eugenio PhD	Florence F. Esparrago
	9:31 – 10:15	ELLN	Irene B. Bosque EdD	Nimfa Norie A. Aquino PhD	
	10:16 – 11:00	Learning Resources (print)	Grace Ann Caldito	Bermelita E. Guillermo PhD	
	11:01-11:45	Research	Pamela B. Sinuldong	Rommel S. De Gracia PhD	Roselle R. Mendoza PhD
	11:46-12:30	Innovation/Dev't. Project	Noel V. Sadinan	Edward M. Santiago	Menalyn A. Salvador
	1:00-1:45	RBI - TBI	Karole Joy Serapon	Roger S. Sebastian PhD	
	1:46-2:30	Pedagogy	Kevin Marf B. Saquing PhD	Phoebe V. Acojido PhD	
	2:31-3:15	IPed	Adeline Lunag	Ma. Concepcion D. Absalon PhD	Ma. Olivia Brazil
	3:16-4:00	ALS	Elmo M. Diaz Jr.	Macrino A. Raymundo EdD	*TL – Maricel S. Franco PhD
3 (PSDS/DICs, SSG/SPG, External Stakeholders/Partners)	8:15-8:30	Keynote Speaker	Jessie L. Amin PhD, CESO V <i>Assist. Regional Director - DepEd RO 2</i>		
	8:31-9:15	MISTAH PLUS	Arnel M. Batalla EdD	Rayda Joy S. Calansi	Josie L. Conde EdD
	9:16 – 10:00	Partnership	Eduardo DL. Tiongson <i>Municipal Councilor, Solano</i>	Ronellie U. Valtoribio <i>Vice Mayor, Villaverde</i>	Maria Licel T. Balico
	10:01 – 10:45	PTA	Catalina A. Leodivico <i>GPTA Pres., Bagabag NHS</i>	Remedios Panganiban <i>Pres., Division PTA Federation</i>	Merlita C. Padilla PhD
	10:46 – 11:30	SSG	Randy V. Galgo	Geepee Kelsey E. Vidad	Eloisa C. Ang PhD
	11:31-12:15	SBFP	Jovelyn G. Lacangan	Marilou C. Roderos	Rydiant Joy Blessing L. Manuel



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	1:00-1:45	Child Protection Policy	Marilyn B. Magno EdD	Atty. Julius Caesar G. Domingo CPA	Ma. Theresa B. Iglesia PDO II, DRRM *TL – Orlando D. Vicente PhD
	1:46 onwards	Awarding rites Closing Remarks/Words of Thanks/Acknowledgment Closing Prayer	- Top Management - Romulo S. Ancheta PhD, Chief - SGOD - AVP		

* Team Leader



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