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REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

ADVISORY

December 11, 2023

(Division Memorandum No.349, S. 2023, DRRM Preparedness And Response Program For The Development And Enhancement Of Contingency Plans In DEPED Cum Capacity Building And Benchmarking Activity)

This Office issues the **updated list** of participants for the **DRRM PREPAREDNESS AND RESPONSE PROGRAM FOR THE DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLANS IN DEPED CUM CAPACITY BUILDING AND BENCHMARKING ACTIVITY** on December 14-18, 2023 in Olongapo City and Baguio City DRRM Command Centers respectively.

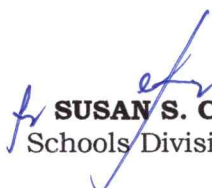
Participants are expected to prepare the following shirt/dress (color) during the benchmarking activity:

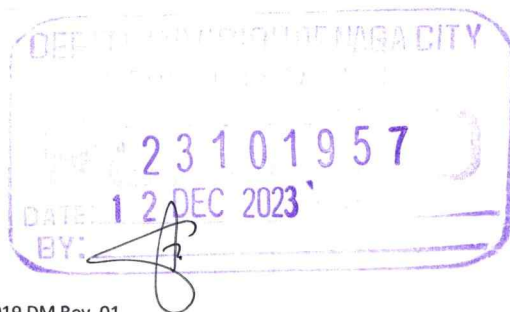
- Day 1 – December 14, 2023 – White
- Day 2 – December 15, 2023 – Pink. One DepEd Shirt
- Day 3 – December 16, 2024 – Orange, VAWC
- Day 4 – December 17, 2023 – Black, DRRM (will be provided)
- Day 5 – December 18, 2023 – Blue, HRD Shirt.

The departure for the said activity will be on **December 14, 2023, 5:00 PM**. The holding area will be at DepEd Naga Grounds.

The List of Participants and Technical Working Group are enclosed in this Advisory.

Please be guided accordingly.


SUSAN S. COLLANO CESO V
Schools Division Superintendent



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Enclosure No. 1 – Participants

LIST OF OFFICIAL PARTICIPANTS

1. Moises Cortes
2. Sunshine Repotente
3. Melita Canton
4. Shiela Andal
5. Evelyn Depositario
6. Lovelyn Cao
7. Deo De Las Llagas
8. Victor Suron
9. Sarah Rey
10. Nancy Merilles
11. Janet Barrios
12. Jaques Perez
13. Herman Bobis
14. Elvin Monroy
15. Jerome H. Baldemoro
16. Ma. Christine Ignacio
17. Allan Leonem
18. Jobert P. Narvadez
19. Hana Baldoza
20. Maria Raquel Manjon
21. Angela Bernabe Cea
22. Maria Angela Rustia
23. Zarina Diaz
24. Helen Aragon
25. Margie Tuy
26. Ma. Teresita Rentoy
27. Deity Tandog
28. Janine Fernandez
29. Karen Ramos
30. Gigi Chavez
31. Mark Pastoral
32. Mabel Sabeniano
33. Dr. Gemma Borromeo
34. Dr. Maribel Vales
35. Eva Azañes
36. Maria Pia Atutubo
37. John Mark De Guzman
38. Gerald Silot
39. Ricky Rodriguez
40. Dante De Leon
41. Joy Tapay (ESSO)
42. Rochellene Estrella (ESSO)

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Enclosure No. 2 – Executive Committee and Technical Working Group

a. EXECUTIVE COMMITTEE

SUSAN S. COLLANO, CESO V	Schools Division Superintendent
CECILE C. FERRO CESO VI	Assistant Schools Division Superintendent
ANNA LIZA F. ABULOC	Chief, CID
MICHAEL A. DEL ROSARIO	OIC-Chief, SGOD
MARY ANN B. ROSAURO	AOV, PERSONNEL ADMINISTRATION

b. TECHNICAL WORKING GROUP

Coordination, Communication and Tour Itinerary			
Name	Designation	Terms of Reference	Output
Jerome H. Baldemoro	Chairman	Lead the Committee and will serve as Tour Manager	Planned itinerary Coordinated with the venue
Marie Christine Ignacio Allan Leonem	Co-Chair Members	Supervise the progress of each committee Orient the committees Prepare the Procurement Documents etc. Check the technical facilities materials, food and venue Coordinate with involved personnel Link with the suppliers, partners and other stakeholders	

Transportation/Seating Arrangement			
Name	Designation	Terms of Reference	Output
Allan Leonem	Chairman	Lead the committee on Transportation	1. Completed attendance sheets, 2. Accomplishment Reports 3. Printed Seat plans and copy of itinerary
Mark Pastoral Moises Cortes	Co-Chair Members	Prepare attendance/ registration sheets Secure that all participants be logged in the registration sheets before embarkation	
		Prepare Narrative Report	

Program Flow Coordination/ Orientation/ Lectures			
Name	Designation	Terms of Reference	Output
Marie Christine Ignacio	Chairman	Lead the committee on Program/Lectures	1. Coordinated with the

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Program Flow Coordination/ Orientation/ Lectures			
Name	Designation	Terms of Reference	Output
Joy Tapay Rochellene Estrella	Co-Chair Members	Facilitate the program proper Takedown notes and document the program /lecture conducted at the venue	suppliers/partner on the program flow and lecture series 2. Record data

Committee on Registration, Monitoring and Evaluation and Room Accommodation			
Name	Designation	Terms of Reference	Output
Maria Teresa R. Rentoy	Chairman	Lead the Committee on registration and monitoring and evaluation	1. Consolidated registration and attendance sheets 2. Analyzed M&E plan and IP 3. Consolidated reports on M&E Results 4. Accommodated participants to their respective room assignments
Mabel Sabeniano Gigi Chavez Zarina Diaz	Co-Chair Members	Conduct the survey for evaluation, quality assurance Prepare room assignment	

Token/ Certificates to Key Personnel & Offices			
Name	Designation	Terms of Reference	Output
Jobert P. Narvadez	Chairman	Lead the Committee on Certificates and Token to designated offices/Agencies	1. Prepared certificate of Recognition and tokens to be awarded to partner agencies 2. Facilitated the distribution of certificates and token to guests and partner agencies
Mabel Sabeniano Mark Pastoral Gerald Silot	Co-Chair Members	Prepare certificates and tokens to be awarded to the guest speakers and partner agencies	

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Committee on Health Measures and Safety			
Name	Designation	Terms of Reference	Output
Joanne G. Sebastian, MD	Chairman	Lead the Committee on Health and Safety Measures	Maintained Health and Safety of all the participants during the activity (embarkation and disembarkation)
Dr. Maribel C. Vales Dr. Gemma L. Borromeo Eva Azañes Maria Angela Rustia	Co-Chair Members	Secure and maintain health protocols before and during the event. Provide safety measures and assistance Provision of 1 st Aid and Basic Life Support	

Committee on Food			
Name	Designation	Terms of Reference	Output
Melita Canton	Chairman	Lead the committee on food	Monitored the serving of food at the venue
Janine Fernandez Angela Cea	Co-Chair Members	Coordinate with the supplier on food to be served Prepare necessary things for serving of food	

Committee on Documentation			
Name	Designation	Terms of Reference	Output
Michael Noe Dizon	Chairman	Lead the committee on food	Monitored the serving of food at the venue
Janine Fernandez Gigi Chavez Karen Ramos	Co-Chair Members	Coordinate with the supplier on food to be served Prepare necessary things for serving of food	

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