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Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V
SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

ADVISORY No.2
February 4, 2023
(DIVISION MEMORANDUM NO.321, s. 2022, BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS AWARDING, STAKEHOLDERS' APPRECIATION AND CONVERGENCE)

In preparation of the 2022 Brigada Eskwela Best Implementing Schools Awarding and Stakeholders' Appreciation on February 6, 2023, please be advised that the **Technical Working Group** listed below will convene on February 4-5, (8:00a.m. to 5:00p.m to prepare all things needed.

Supervising Committee			
Name	Designation	Terms of Reference	Output
Jobert P. Narvadez	Chair for Planning	Lead the Committee	Contingency Plan Checked reports
Jerome H. Baldemoro Marie Christine C. Ignacio Arturo A. Armea	Co-Chair(s) for Planning	Supervise the progress of each committee,	

Committee on Project Implementation			
Name	Designation	Terms of Reference	Output
Jerome H. Baldemoro	Chair for Planning	Lead the Committee	Designation of assignments PR and related documents Workshop-Outputs of the participants
Arturo A. Armea Nancy A. Morada Edelaine Manlapaz Joan R. Dulong	Co-Chair(s) for Planning	Orient the committees Prepare the Procurement Documents etc. Check the technical facilities materials, food and venue Coordinate with involved personnel Assist the session management	

Committee on Documentation			
Name	Designation	Terms of Reference	Output
Arturo A. Armea	Chair for Planning	Lead the Committee	Completed attendance sheets and accomplishment reports two weeks after the event
Marie Christine C. Ignacio Nancy A. Morada Rochellene Estrela	Co-Chair(s) for Planning	Prepare attendance/ registration sheets	

DO 31, s. 2019 A Rev. 01



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Committee on Documentation			
Name	Designation	Terms of Reference	Output
		Secure that all participants be logged in the registration sheets Prepare Narrative Report	Certificates, communication letters

Committee on Hall Preparation			
Name	Designation	Terms of Reference	Output
Joseph M. Condano	Chair for Planning	Lead the Committee	Complete Hall Set-up
Arturo A. Armea Michael B. Hernandez Dennis Rodriguez Manuel Luna Jr. John Mark B. De Guzman	Co-Chair(s) for Planning	Prepare hall and stage design Coordinate in the use of venue Dismantle Hall after the event	

Teaching and non-teaching personnel may avail of the service credit or compensatory overtime credit (COC) for service rendered on the said dates (February 4-5, 2023) per DepEd Order No. 53, s.2003 and CSC/DBM Joint Circular No. 2 dated October 24, 2004.

Please be guided accordingly.

MARIANO B. DE GUZMAN CESO VI
Schools Division Superintendent *lu*

