

Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

**Office of the Schools Division Superintendent**


**October 2, 2024**

DIVISION MEMORANDUM  
No. 387, s. 2024

**TECHNICAL WORKING COMMITTEE FOR THE  
VISIT OF SECRETARY SONNY ANGARA**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
All Public Elementary & Secondary School Heads  
All Others Concerned

- Regarding the visit of Secretary Sonny Angara on October 10-11, 2024, in this Division, the members of the technical working committee are directed to prepare and provide support to Sinaloc Elementary School and Sinaloc National High School.
- In addition, all schools shall ensure readiness and engage time-on-task.
- Enclosed is the List of the Technical Working Committee.
- Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
- This Office directs the immediate and wide dissemination of this Memorandum.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the **Perpetual Index**  
Under the following subjects:

MONITORING AND EVALUATION  
TECHNICAL ASSISTANCE

CID/NAA



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Enclosure to Division Memorandum No. \_\_\_\_\_, s. 2024

**Visit of Secretary Sonny Angara**  
 October 10-11, 2024  
**WORKING COMMITTEE**

| COMMITTEE                              | MEMBERS                                                                                                                                                      | TASKS                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Steering Committee                     | Chair: Randolph B. Tortola<br>Co-Chair: Conniebel C. Nistal<br>Members: Ninian A. Alcasid<br>Rolly B. Labis<br>Jeffrey M. Martinez                           | <ol style="list-style-type: none"> <li>Oversee the entire visit and coordinate between all committees.</li> <li>Ensure the visit meets its academic and institutional objectives.</li> <li>Prepare Complete Staff Work, Division Memorandum, Estimated Budget, TORs, and Compositions of Working Committees.</li> <li>Troubleshoot problem areas, if any.</li> </ol> |
| Protocol Committee                     | Chair: Randolph B. Tortola<br>Co-Chair: Conniebel C. Nistal<br>Members:<br>Ninian A. Alcasid<br>Rolly B. Labis<br>Ma. Lou Lea C. Nob<br>Maristel C. Castaños | <ol style="list-style-type: none"> <li>Manage the reception of the official.</li> <li>Ensure proper protocol during campus tours.</li> <li>Coordinate academic or ceremonial events.</li> </ol>                                                                                                                                                                      |
| Curriculum Committee                   | Chair: Ninian A. Alcasid<br>Co-Chair: Lorna H. Estrosas<br>Members: All EPSs                                                                                 | <ol style="list-style-type: none"> <li>Ensure effective and efficient delivery of the learning process.</li> <li>Check the class program, budget of work, and learning materials.</li> <li>Provide technical assistance on curriculum implementation.</li> </ol>                                                                                                     |
| School Physical Readiness              | Chair: Rolly B. Labis<br>Co-Chair: Analyn G. Fabria<br>Members:<br>All SGOD personnel                                                                        | <ol style="list-style-type: none"> <li>Ensure the schools' cleanliness and beautification.</li> <li>Provide technical assistance to schools' operation and physical plant management.</li> </ol>                                                                                                                                                                     |
| Security Committee                     | Chair: Ismael V. Malaco<br>Co-Chair:<br>Jurica Ethel L. Estrada<br>Members:<br>School Security Personnel                                                     | <ol style="list-style-type: none"> <li>Coordinate with campus security, local law enforcement, and the official's security team.</li> <li>Ensure crowd control and secure transport routes.</li> </ol>                                                                                                                                                               |
| Logistics and Transportation Committee | Chair: Jeffrey M. Martinez<br>Co-Chair: Eleonor R. Isiderio<br>Members:<br>Select Admi Personnel                                                             | <ol style="list-style-type: none"> <li>Manage transportation for the DepEd officials and their delegation between venues.</li> <li>Ensure schools are well-prepared.</li> </ol>                                                                                                                                                                                      |





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|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hospitality and Reception Committee | Chair: Maristel C. Castaños<br>Co-Chair: Ma. Lou Lea C. Nob<br>Members: Sinaloc ES and NHS faculty and staff representatives | <ol style="list-style-type: none"> <li>1. Manage the welcome ceremony.</li> <li>2. Host refreshments and luncheon (if applicable).</li> <li>3. Ensure the official is properly introduced to the educational institution, local government officials, and stakeholders.</li> </ol>                                          |
| Media and Communications Committee  | Chair: Karen Rose A. Serrania<br>Co-Chair: Marie Jade A. Cacayan<br>Members: Maristel C. Castaños<br>Ma. Lou Lea C. Nob      | <ol style="list-style-type: none"> <li>1. Prepares flyers and communication materials.</li> <li>2. Ensure smooth communication between the visiting official's team and the schools.</li> </ol>                                                                                                                             |
| Memorabilia Committee               | Chair: Ma. Lou Lea C. Nob<br>Co-Chair: Maristel C. Castaños<br>Members: Sinaloc ES and Sinaloc NHS faculty and staff         | <ol style="list-style-type: none"> <li>1. Arrange for meaningful tokens that reflect the school's achievements.</li> </ol>                                                                                                                                                                                                  |
| Decoration                          | Chair: Maristel C. Castaños<br>Co-Chair: Ma. Lou Lea C. Nob<br>Members: Select Sinaloc ES and NHS Teachers                   | <ol style="list-style-type: none"> <li>1. Prepare the layout of the tarpaulin.</li> <li>2. Decorates the venue.</li> </ol>                                                                                                                                                                                                  |
| Physical Arrangement                | Chair: Maristel C. Castaños<br>Co-Chair: Ma. Lou Lea C. Nob<br>Members: Select Sinaloc ES and NHS Teachers                   | <ol style="list-style-type: none"> <li>1. Prepare the plan for the sitting arrangements of officials.</li> <li>2. Place markers on the assigned sets of the officials and guests.</li> </ol>                                                                                                                                |
| Usher/Usherette                     | Chair: Maristel C. Castaños<br>Co-Chair: Ma. Lou Lea C. Nob<br>Members: Select Sinaloc ES and NHS Teachers                   | <ol style="list-style-type: none"> <li>1. Assist and usher the guests and officials</li> <li>2. Coordinate with the Committee on the Physical arrangement of the sitting arrangement of the guests and participants</li> </ol>                                                                                              |
| Documentation                       | Chair: Johnell Francis S. Vacalares<br>Co-Chair: Romel C. Abang<br>Members: Select ALS teachers                              | <ol style="list-style-type: none"> <li>1. Take pictures or videos of activities.</li> <li>2. Document the activities.</li> </ol>                                                                                                                                                                                            |
| Sound System                        | Chair: Maristel C. Castaños<br>Co-Chair: Ma. Lou Lea C. Nob<br>Members: Select Sinaloc ES and NHS Teachers                   | <ol style="list-style-type: none"> <li>1. Coordinate with the Hospitality and Reception Committee on the flow of the event</li> <li>2. Ensure that music/video is arranged according to the flow of the program.</li> <li>3. Check the readiness of the sound system, microphones, and other electronic devices.</li> </ol> |
| Health and Medical Committee        | Chair: Dr. Gladys Grace H. Cabeltes<br>Co-Chair: Cecille Z. Khobuntin                                                        | <ol style="list-style-type: none"> <li>1. Arrange for on-site medical staff or first aid support</li> </ol>                                                                                                                                                                                                                 |





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|----------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                      | Members:<br>Franz Maybelle M. Gaid<br>Vanessa Prores L. Tiad |                                                                                                  |
| Master of Ceremonies | Select Teacher from Sinaloc ES/NHS                           | 1. Facilitates the flow of the welcome program<br>2. Coordinates with the sound system committee |

