

TECHNICAL WORKING GROUP

Committee	Persons In-charge	Terms of Reference
Consultant	RD May B. Eclar, PhD., CESO V	<ul style="list-style-type: none"> • Approve policies, AR, PR and Memo for the conduct of the Search and awarding ceremony • Leads in the overall conduct of the search • Plans for the details and organize the search and awarding • Recommends policies in the implementation of the activity
Co-consultant	ARD Bettina Daytec-Aquino, CESO IV	
Chairperson	Jennifer P. Ande	
PRAISE	ARD Bettina Daytec-Aquino, CESO IV Chairman	<ul style="list-style-type: none"> • Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct • Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of the activities which shall include the guidelines in evaluation the nominees and the mechanism for recognizing the awardees • Release a Regional Memo on the conduct of the search including timelines and criteria per category • Evaluate the submitted entries of the search per category • Deliberate and finalize the results of the search and declare winners per category • Address issues and concerns relative to awards and incentives
	Edgardo T. Alos – Co-Chairman Vice-Chairman Members: Atty. Sebastian G. Tayaban - Finance Jennifer P. Ande – HRDD Emilia M. Faustino – CLMD Manilyn Botilas – Level I Representative Secretariat: Rosmarie B. Dalang Rosita C. Agnasi Denia O. Tamate Eleonora Albidas Charline Balahyas Emmanuela M. Gabol	
Convener	Jennifer P. Ande and Jumar Yago-an	<ul style="list-style-type: none"> • Facilitates the punctual and smooth conduct of the activity

<p>Ushers/usherettes and Secretariat</p>	<p>Denia O. Tarnate Rosmarie B. Dalang</p> <p>Chairman : Charline Balahyas Members: Purita Delos Santos Mercy Pangesfan Conchita Balura Janelle Dogao Mathemar Montes Lyka Lumpio Grace Dulnuan Daisy Dionesio Elsa Rabara Melandro Payang Kevin Tadao Jefferson Villena Marvin John Flores Eugene Aquino Joshua Dumo Dumas Aban</p>	<ul style="list-style-type: none"> • Prepares program paper • Provide materials needed for the activity • Prepares attendance sheet for the duration of the activity • Handles the daily attendance and completeness of signatures throughout the activity • In charge in the preparation and distribution of certificates of appearance • Prepares certificate of participation and recognition • Greet participants with smiles • Distribute program papers • Guide guests/participants to their seats • Assist to the needs of guests/participants
<p>Logistics</p>	<p>Chairman : Margie B. Gardingan Member: Randolph Daculog Jefferson Villena Cynthia V. Harada</p>	<ul style="list-style-type: none"> • Ensures delivery of materials/equipment needed for the activity • Ensures on time delivery of meals and snacks during the activity • Coordinates with the caterer for the fast and smooth distribution of meal • Coordinates with the lodging house for the rooming list of participants • Provide rooming list to coordinators of Schools Division Offices • Ensures for the provision of lodging amenities to all participants

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Souvenir Program	<p>Chairman- Rosita C. Agnasi Members : Georaloy Palao-ay Jeremy Kermit Padilla Emmanuel Gabol Charline Balahyas</p>	<ul style="list-style-type: none"> • Prepares layout and finalize the souvenir program • Prepares and delivers letters for the messages • Consolidates contents for the souvenir program • Provide program paper to guest and participants • Provide souvenir program during the awarding ceremony
ICT Support	<p>Chairman – Jumar Yago-an Members : Vandolf Flora Glenn Papa Warly Kindiawan</p>	<ul style="list-style-type: none"> • Ensures readiness of sound system, LCD and other ICT facilities needed during the activity • Provide needed Technical Assistance on ICT matter to conveners/guests during the activity
Documenter	<p>Daisy Eswat Jeremy Kermit Padilla</p>	<ul style="list-style-type: none"> • Captures activity actions through photo documentation • Provide photo documentation with captions to program owner for the preparation of the terminal report
Publicity and Media	<p>Chairman – Georaloy Palao-ay Members : invited media guests</p>	<ul style="list-style-type: none"> • Promote and advertise the awarding ceremony • Coordinates with invited guests to ensure attendance to the activities • Take charge of all media concerns during the activity
Stage Decoration, Lei/bouquet/plaque Preparation/ Distribution	<p>Chairman : Engr. Christopher Hadsan Co-Chairman; Emmanuela M. Gabol Members: Engr. Cullen Wegiyon Joseph Bañares Cynthia Harada Junario Gacusana Brently Magayan All JOs – Administrative Division Marjory T. Valdez Margie Gardingan</p>	<ul style="list-style-type: none"> • Ensures that the venue is ready for the activity • Ensures readiness and completeness of plaques/lei/bouquet before the start of the activity • Take charge for the physical arrangement of the venue including the facilities to be used during the activity – sound system, LCD, microphones, extension wires, etc.

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