



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

JAN 30 2024

MEMORANDUM
No. 017, s. 2024

**LAUNCH OF THE ONE_NCR STRONGER TOGETHER:3-YEAR DEVELOPMENT
PLAN**

To: OIC – Assistant Schools Division Superintendent/
Chief Education Supervisor, Schools Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is Regional Memorandum ORD. No 058,s. 2024.announcing the conduct of the above captioned activity on February 2, 2024, 2:00 PM at the Teatro ng GSIS, GSIS Complex, 2302, Roxas Blvd., Pasay City. contents of which are self-explanatory, for information and appropriate action.
2. Attention is invited to sections 2 to 5 of said memorandum.
3. Please see the following attachments, for reference:
 - List of SDO Muntinlupa Participants
 - Working Committee and Terms of Reference
4. T-shirt will be provided. Dark maong pants and rubber shoes will be the prescribed attire.
5. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index

Under the following subjects:
PROGRAMS CONFERENCES MEETINGS CONVENTIONS

MALD/Memo – LAUNCH OF THE ONE_NCR STRONGER TOGETHER:3-YEAR DEVELOPMENT
PLAN
017 January 29,2024.



NUM -2024-017

 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdomuntinlupa@gmail.com



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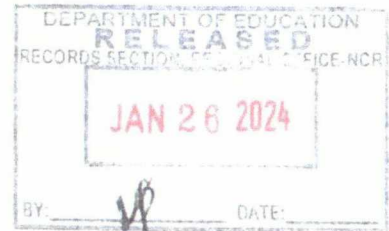
PARTICIPANTS TO THE ONE-NCR STRONGER TOGETHER: 3-YEAR DEVELOPMENT PLAN

Teatro ng GSIS, GSIS Complex, 2302 Roxas Blvd., Pasay City

Name (Last Name, First Name, MI.)	Position	School/Office
Gonzales, Violeta M.	Asst. Schools Division Superintendent	Schools Division Office
Diaz, Madeline Ann L.	Chief Education Supervisor-CID	Schools Division Office
Andanza, Marissa M.	Education Program Supervisor	Schools Division Office
Colle, John Albert B.	Education Program Supervisor	Schools Division Office
Solayao, Ma. Carmen D.	Education Program Supervisor	Schools Division Office
Olarte, Ma. Regaele A.	Education Program Supervisor	Schools Division Office
Quesada, Lambert	Education Program Supervisor	Schools Division Office
Aventurado, Alyssa V.	Public Schools District Supervisor	Schools Division Office
Namit, Myra E.	Public Schools District Supervisor	Schools Division Office
Evano, Jayboy E.	Public Schools District Supervisor	Schools Division Office
Fungo, Eric F.	Public Schools District Supervisor	Schools Division Office
Fernandez, Mark Joseph C.	Public Schools District Supervisor	Schools Division Office
Arroyo, Phoebe R.	Senior Education Program Specialist	Schools Division Office
Romano, Ivy M	Senior Education Program Specialist	Schools Division Office
Urquia, Gina U.	Education Program Supervisor-LRMS	Schools Division Office
Laqueo, Edizer	Principal	Bayanan ES - Main
Marmeto, Florante C.	Principal	Muntinlupa Science HS
Querubin, Ador B.	Principal	Tunasan National HS
Rocha, Antonio B.	Principal	Muntinlupa National HS
Bartoloba, Ma. Aurora S.	Principal	Muntinlupa ES
Marapao, Felipe W. Jr.	Principal	Cupang Senior HS
Navarro, Shella C.	Principal	Alabang ES
Viloria, Vilma S.	Principal	Muntinlupa Business HS - Main
Joson, Jennifer	Principal	Tunasan ES
Valbuena, Jane May	Principal	Sucat ES Main



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January 26, 2024

REGIONAL MEMORANDUM

ORD No. 058, s. 2024

To: Schools Division Superintendents
Functional Division Chiefs
CID Chiefs
All Others Concerned

LAUNCH OF THE ONE-NCR STRONGER TOGETHER: 3-YEAR DEVELOPMENT PLAN

1. The Department of Education-National Capital Region-DepEd-NCR in partnership with Philippine Association of Schools Superintendents-PASS will conduct the above-captioned activity on February 2, 2024, 2:00PM at the Teatro ng GSIS, GSIS Complex, 2302, Roxas Blvd., Pasay City.
2. The activity highlights the DepEd NCR's 3-Year Development Plan as our strong response to the issues besetting the DepEd NCR and outlines our priority areas, strategies, and initiatives for the next three years.
3. In view thereof, expenses incurred for the said event shall be charged against local funds including the registration fee of ₱2000.00 per head, subject to the usual accounting and auditing rules and regulations. The PASS is authorized to collect the registration fees to cover expenses for the said event.
4. Please see the following attachments, for reference.
 - Allocation of Participants
 - Working Committees and Terms of Reference
5. Should you have any questions or require further clarification, please do not hesitate to reach out to Ms. Micah G. Pacheco at micah.g.pacheco@deped.gov.ph.
6. For information and guidance.


JOCELYN DR ANDAYA
Director IV

Encl.: As stated
Reference:
To be indicated in the Perpetual Index



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WORKING COMMITTEES AND TERMS OF REFERENCE

COMMITTEES	TOR	FOCAL	RO
Logistics and Refreshments	The committee shall: - Ensure the physical set up of the venue including lights and sound system, LED wall, stage and venue décor, access for VIPs/external stakeholders and tarpaulins - Organize an ingress and egress plan for VIPs and audiences - Maintain cleanliness and orderliness - Arrange with the venue coordinator on the parking space provision - Coordinate with the venue coordinator on the food menu and distribution	SDS: Aurelio Alfonso, SDO Mandaluyong City Meliton Zurbano, SDO Navotas City Alejandro Ibanez, SDO Taguig City and Pateros	ASD & Finance ARD- LED and Sound System Physical Arrangement (Stage Décor, Red Carpet), VIP Parking Slot Request for 1 day rehearsal Roll-up banner at the entrance
Registration	The committee shall: - Prepare a pre-registration link for invitees/target audiences - Set-up a welcoming registration desk for invited audiences - Ensure that all invitees are registered - Hand over the accomplished registration form to the venue coordinator for auditing purpose	SDSs: Nerissa Losaria, SDO Parañaque City Cecile Carandang, SDO Malabon City	PPRD Pre-Registration Link, Registration Table,
Accommodation	The committee shall: - Ensure that the venue is appealing, well-lit, normal air temperature, maintained and clean. - Prepare a seating arrangement for all invited VIPs and audiences - Welcome audiences and VIPs to the venue - Coordinate with Registration Committee on VIPs' requests/arrangements	SDSs: Jenilyn Rose Corpuz, SDO Caloocan City Ma. Evalou Agustin, SDO Makati City Regional Office	FTAD Seating Arrangement, VIP Officials



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Narrative and Documentation	The committee shall: Document the overall event. Ensure that the event's highlights are captured and documented. Keep DepEd NCR's Facebook page and other official social media platforms updated on the highlights of the event. Create an event memorabilia/souvenir to be distributed to the stakeholders. Submit a documented /activity completion report of the event to RO and for auditing purpose	SDSs: Noel Bagano, SDO Valenzuela City Loreta Torrecampo, SDO Las Pinas City Evangeline Ladines, SDO Muntinlupa City	PAU
Program	The committee shall: Create the program flow intended for the event Ensure the list of VIPs, invitees and audiences of the event Invite event performers Assign program director, floor director and other program personnel Secure that all presentations, AVPs and other materials are working and in sequence based on the program flow Conduct a program rehearsal prior to the event	SDSs: Sheryl Gayola, SDO Pasig City Carleen Sedilla, SDO Quezon City Cynthia Ayles, SDO Marikina City	SECRETARIAT & QAD S'Aren – New NCR Hymn M' Drhei – Jingle for the new brand of NCR SDO Mandaluyong – Floor Director Performers for every gap
Invitation	The committee shall: a. Create a list of invitees and VIPs b. Design and print a visually appealing program invitation c. Distribute the invitation to all invitees and VIPs	Regional Office	HRDD & CLMD



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	d. Monitor and track responses from invitees and VIPs e. Send reminders and additional event details to confirmed invitees and VIPs f. Collaborate with other event committees to ensure seamless coordination		
Usher	The committee shall: a. Greet invitees and VIPs with a friendly attitude b. Direct invitees and VIPs to their assigned seats c. Assist invitees and VIPs with inquiries about facilities and services, and during evacuations if needed Manage crowds all throughout the event	SDSs: Rita Riddle , SDO Manila Joel Torrecampo , SDO Pasay City	ESSD