



Republic of the Philippines  
**Department of Education**

Local Division Office of Tarlac City  
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BY: A. Zubica  
DATE: 02/05/2020  
Control No. 020520-015

04 FEB 2020

DepEd MEMORANDUM  
No., **012** s. 2020

**CREATION OF A NATIONAL TECHNICAL WORKING GROUP FOR THE 11th ASEAN  
EDUCATION MINISTERS MEETING AND OTHER ASEAN-RELATED MEETINGS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Ministers of Basic, Higher, and Technical Education, BARMM  
Regional Directors  
All Others Concerned

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1. As chair of the ASEAN Education Ministers (ASEM) from 2020–2021, the Department of Education (DepEd), through the International Cooperation Office (ICO), is currently preparing the hosting of the following events in September 2020:

- a. 11th ASEAN Education Ministers Meeting (11th ASEM);
- b. 5th ASEAN Plus Three Education Ministers Meeting;
- c. 5th East Asia Summit Education Ministers Meeting;
- d. 15th Senior Officials Meeting on Education;
- e. 11th ASEAN Plus Three Senior Officials Meeting on Education;
- f. 6th East Asia Summit Senior Officials Meeting on Education; and
- g. 2nd ASEAN-Russia Working Group Meeting in September 2020.

2. For this purpose, a **National Technical Working Group (NTWG)** is hereby constituted to ensure the successful hosting and conduct of the above activity. The NTWG shall be composed of the Chairperson and Committee Chairs.

3. The NTWG Chairperson, **Undersecretary Jesus L.R. Mateo**, shall be responsible for the following:

- a. Convening the NTWG once a month or as the need arises;
- b. Providing overall direction for the substantive and administrative concerns of the 11th ASEM and other ASEAN-related meetings; and
- c. Updating the Secretary of the progress of the NTWG.

4. The NTWG Co-Chairperson shall be nominated during the first NTWG meeting and shall be responsible for the following:

- a. Assisting the Chairperson in managing and coordinating the tasks of the various Committees;
- b. Serving as the Chair of the NTWG when the Chair is not available;
- c. Monitoring progress of each Committees' tasks;
- d. Ensuring that deliverables are submitted on time; and
- e. Reporting updates to the Chair regularly.

5. The composition of the NTWG Committees as well as with their responsibilities are detailed in the table below. The offices with asterisk (\*) are identified as possible Committee Chairs.

Note: Additional offices may be identified, subject to the recommendation of the Chairperson.

Committee	Responsibilities	Committee Members
a. Program and Invitation committee	<ul style="list-style-type: none"> <li>Prepares the invitations, thank you letters, certificates, and flow of the program</li> <li>Ensures cultural performers and emcees are available</li> </ul>	Department of Education (DepEd), International Cooperation Office (ICO)  SEAMEO INNOTECH  Department of Foreign Affairs-ASEAN Affairs  Technical Education and Skills Development Authority (TESDA)  Commission on Higher Education (CHED)  Professional Regulation Commission (PRC)
b. Documentation and Other Substantive Affairs Committee	<ul style="list-style-type: none"> <li>Recommends theme for the ASSED Hosting</li> <li>Reviews the documents for circulation to the participants</li> <li>Documents the proceedings</li> <li>Facilitates evaluation of the activity through feedback form and debriefing</li> </ul>	DepEd-Office of the Undersecretary for Curriculum and Instruction  DepEd, Planning Service  Technical Education and Skills Development Authority (TESDA)  Commission on Higher Education (CHED)
c. Finance Committee	<ul style="list-style-type: none"> <li>Prepares and processes the budgetary and procurement documents</li> <li>Settles hotel and other bills</li> <li>Liquidates cash advances</li> </ul>	DepEd, Office of the Undersecretary for Finance  DepEd, Accounting Division  DepEd, Cash Division  DepEd, Budget Division  Department of Budget Management (DBM)  Commission on Audit (COA)
d. Food and Hotel Committee	<ul style="list-style-type: none"> <li>Coordinates the food and hotel requirements of delegations</li> </ul>	DepEd, General Services Division

	<ul style="list-style-type: none"> <li>• Manages reservation of rooms for delegations and events, pre-registers delegation</li> <li>• Gathers and keeps information on delegations (names, country, position, profile, background, dietary restrictions, arrival/departure details)</li> <li>• Prepares courtesy flowers, fruits, gifts, info kit may be provided in the room hotel may provide special welcome/departure courtesies</li> <li>• Makes arrangements for the Welcome/Farewell courtesies, arranges welcome drinks, and farewell gifts for VIPs</li> </ul>	Department of Tourism (DOT)-NCR
e. Conference Facilities and Equipment Committee	<ul style="list-style-type: none"> <li>• Handles physical arrangements</li> <li>• Provides needed equipment such as computers/laptops, printers, projector, screen, photocopying machine, TV monitors</li> <li>• Coordinates with hotel on efficient functioning of sound and lighting systems, sound system, tape recorders (rapporteurs' needs)</li> <li>• Provides flags, table flags, country plates, notepads, pens, and other conference requirements</li> <li>• Prepares bags/kits, document folders, IDs/name tags, backdrop/tarps, signage</li> </ul>	DepEd, Asset Management Division  DepEd, Information and Communications Technology Service
f. Transportation Committee	<ul style="list-style-type: none"> <li>• Coordinates with the Liaison Officers and Security Committee for the availability and assignment of cars</li> </ul>	DepEd, General Services Division
g. Security Committee	<ul style="list-style-type: none"> <li>• Prepares/executes security plan in coordination with PNP, LO, hotel, focal persons, etc.</li> <li>• Provides security package in hotel and other venues</li> <li>• Coordinates with local officials for out-of-town events (Golf Course, Shopping Areas, etc.)</li> <li>• Coordinates assignment and movements of vehicles and chauffeurs</li> </ul>	DepEd, EPS-Special Events Unit  Central Security and Safety Office  Philippine National Police (PNP)
h. Airport, Reception, and Send-off Committee	<ul style="list-style-type: none"> <li>• Coordinates with the airport authority for the VIP Lounge and VIP parking space in the airport</li> <li>• Ensures refreshments are available in the lounge</li> </ul>	DepEd, External Partnerships Service (EPS)  Manila International Airport Authority (MIAA)

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i. Special Events, Field Trip and Exhibits	<ul style="list-style-type: none"> <li>• Prepares and coordinates for the side trips/cultural tour, if any</li> </ul>	<p><b>*SEAMEO SEARCA</b></p> <p>DepEd, EPS-Special Events Unit Finance-Cultural Office</p> <p>Department of Tourism-National Capital Region (NCR)</p> <p>DepEd, Public Affairs Service</p>
j. Publicity, Promotions, and Media Affairs Committee	<ul style="list-style-type: none"> <li>• Oversees preparation and dissemination of press releases</li> <li>• Arranges media coverage of important events</li> <li>• Organizes Press Briefing and Press Conference, as needed</li> <li>• Prepares Press Kit</li> <li>• Disseminates information to press people on the benefits to the country and participants, conference results and outcome documents for public circulation</li> <li>• Photo and video documentation</li> </ul>	
k. Protocol Committee	<ul style="list-style-type: none"> <li>• Assigns Protocol Officers close-in liaison work, escorting, ushering, assisting during arrival/departure, and other activities of HOD and delegates</li> <li>• Prepares detailed scenario of events</li> <li>• Coordinates with Transportation and Security on movements and security/motorcade package of HOD and delegations from arrival to departure</li> </ul>	<p><b>*Association of DepEd Directors (ADD)</b></p> <p>DepEd, ICO</p> <p>DepEd, Bureau of Human Resources and Organizational Development</p> <p>DepEd, Office of the Secretary (OSec)</p> <p>Department of Foreign Affairs (DFA)</p> <p>DepEd, EPS</p>
l. Local Events Secretariat	<ul style="list-style-type: none"> <li>• Manages the operation of the Secretariat Room</li> <li>• Assists Secretariat and Delegations at the conference site</li> <li>• Facilitates registration, distribution of IDs, kits, event schedules, and other materials</li> <li>• Reproduce and distributes documents</li> <li>• Meeting room facilitation</li> <li>• Keeps information on delegates-names, titles, rank/positions, alternate delegate, advisers, accompanying family members, accompanying support personnel, personal data, health requirements, dietary restrictions, and other relevant information</li> </ul>	<p>DepEd, ICO</p> <p>DepEd, OSec</p> <p>DepEd, NCR</p>

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6. The ICO shall serve as the Secretariat of the NTWG.
7. Expenses for the meals and snacks relative to meetings in this undertaking, as well as traveling expenses of the TWG, members and Secretariat from DepEd Central Office, shall be charged to BPLP Funds, subject to the usual accounting and auditing rules and regulations.
8. For more information, please contact **The Secretariat**, International Cooperation Office, 1st Floor Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [ico@deped.gov.ph](mailto:ico@deped.gov.ph) or at telephone no. (02) 8637-6463.
9. Immediate dissemination of this Memorandum is desired.



**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:

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To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
MEETINGS  
OFFICIALS