



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

23 Aug 2023


DIVISION MEMORANDUM

No. 424 s. 2023

**TECHNICAL WORKING GROUP FOR THE AGUYOD NATIONAL LEARNING CAMP
CELEBRATION OF SUCCESS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary, Junior, and Senior High Schools
Heads, Unit/Section
All Others Concerned

1. Further to the implementation of the National Learning Camp, this Office announces the members and terms of reference (TOR) of the Technical Working Group (TWG) for the Aguyod National Learning Camp Celebration of Success.
2. Members of the TWG are expected to attend meetings, rehearsals, and other functions pertinent to the culminating activities.
3. Immediate dissemination of and strict compliance with this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: None

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

Activity
National Learning Camp
Technical Working Group

CID – Technical Working Group for the Aguyod National Learning Camp Celebration of Success
None/Aug 23, 2023



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



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COMMITTEE PROGRAM	CHAIR	MEMBERS	DUTIES AND RESPONSIBILITIES
	Jerome A. Chavez	L.C. Richelle F. Quintero Michael Leonard D. Lubiano Sherwin C. Quesea Mildred Z. Galleno Jeanette Buera Joyce Limbo	<ul style="list-style-type: none"> Oversee and facilitate the closing program Manage the logistics for the recognition of schools and stakeholders in the implementation of the National Learning Camp Conduct program rehearsal prior to the NLC culminating activity
GUEST ACCOMMODATION	Fely A. Ocumin	Joan Kathleen T. Brizuela Dianne G. Tan Josefina Oabel Jennelyn Mirandilla Graciella Hernandez Frances Thea Javal Leslee Valdeavilla Roxanne Pernia Vanessa De Guzman Leslee Diana Edrad	<ul style="list-style-type: none"> Lead the guests to their respective seats Ensure the systematic entrance of guests to the venue Distribute invitation program and confirmation letter Lead the awardees/guests and those included in the program to the stage
VENUE PREPARATION, PHYSICAL ARRANGEMENT, AND TECHNICAL PRODUCTION	Christian J. Bables	Engr. Jaypee Escobar Conrado C. Gabarda Mark Bryan Valencia Mark Collantes John Frederick Mendoza Edmar Rada Ronaldo Navajas Jezreel Iyyar Valdeavilla Renil Leonar John Marfin Tabaquero All SDO utility	<ul style="list-style-type: none"> Facilitate the proper arrangement of seats Ensure the readiness of venue for NLC closing e.g. stage decoration, sound system, AVP, LED screen, tarpaulin, etc. Facilitate the Fb livestreaming of NLC Culminating Activity Ensure the cleanliness and orderliness of the venue a day before the event (Thursday afternoon)
TRAFFIC MANAGEMENT AND SAFETY AND SECURITY	Ariel Cabuyao	Montano Agudilla Jr. Jayson Alvarez Lailani Omlas	<ul style="list-style-type: none"> Ensure availability and plan parking spaces for guests/VIPs Manage the flow of vehicles near the premise of venue Ensure the health safety of guests
REGISTRATION	Joseph Jay U. Aureada	Jean Rose Rabano Arjoy Demandante Ian Ilao Angelica Villalba Jessica Fortuny Mary Margaret Quesea Aren Abuel	<ul style="list-style-type: none"> Ensure the completeness of signatures of all guests Check the attendance sheet for discrepancies of names, among others
FOOD/ FOOD PANTRY	Louie L. Fulleo	Maria Corazon A. Borbon Luzviminda Saludaes Joan Kathleen Brizuela Enrique Cabuyao Tristan Ladines	<ul style="list-style-type: none"> Conduct preparation of materials and manage the food exhibit Ensure proper distribution of the meals for snacks and lunch



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MOBILE LIBRARY	Edna E. Eclavea	Generosa F. Zubieta Ermelo Escobinas Eldwin Saberola Angelique Estola Dickie Samboy Fang Johnny Zafranco Nizza Merto Marvin Andaya	<ul style="list-style-type: none"> • Manage the booths for display during the NLC culminating activity • Ensure the availability of the teaching and learning resources to be showcased
PROGRAM SHOW	Sherwin C. Quesea	Mildred Z. Galleno Ryan Chester Z. Manzanares Ara Chrizel L. Brioso King Carlo Roces Erriene Grace Fatma Nica Princess Borongan	<ul style="list-style-type: none"> • Manage the activities pertinent to the program show • Ensure the smooth flow of the program • Ensure the presence of all participants involved in the show
AGUYOD NEWSLETTER		Jojo J. Oabel	• Prepare/Write articles/reports for the newsletter
LAYOUT ARTIST/EDITOR		Aileen B. Panganiban	• Edits article/reports
WRITERS		Gee Ann R. Cabuyao	• Do the layout for the final copy of the newsletter
		Jovie B. Daelo	• Attend editorial and other meetings
		Sigrid F. Tibordo	• Ensure that the publication be released as scheduled
		Geselle S. Cambia	
		Regicelle D. Cabaysa	
		Jefferson V. Amparo	
		Joel M. Bregondo	
		La Trisha R. Dalit	
		Princess P. Subeldia	
		Raquel V. Merano	
		Jessamae M. Cabriga	
		Nelda L. Oabel	
		Jojo J. Oabel	
		Annadel O. Gob	
		Shiela May M. Balamban	
		Karmela A. Veluz	
		Marianne Q. Padua	
		Jollie Ann M. Manalon	
		Karmela M. Pinohermoso	
		Chessette O. Pagana	
		Maria Lyra H. Tabernilla	
		Dianne Charish A. Cabuyao	
		John Menard R. Lavadia	

**NLC
SPECIAL
DOCUMENTARY
VIDEO**

HOST

DIRECTOR

SCREENPLAY

VIDEOGRAPHER

EDITOR

Alfredo G. Naynes
Jojo J. Oabel
Sigrid F. Tibordo
John Frederick Q.
Mendoza
Jeric M. Mirandilla

- Prepare documentary videos pertinent to the activities of the Aguyod National Learning Camp
- Attend meetings
- Ensure the smooth flow of the production of the documentary video
- Prepare and revise scripts and screenplays
- Film video on set and on location
- Edit content and layout of the video
- Ensure that the documentary videos are prepared according to timelines
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