



Republic of the Philippines

Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



26 April 2024

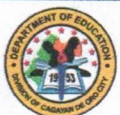
DIVISION MEMORANDUM

No. 316, s. 2024

ADDENDUM TO DM 308, S. 2024 RE DIVISION DELEGATION TO 2024 RSPC AND UPDATED LIST OF TWG, PROCTORS, AND FACILITAATORS

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Public and Private Schools
This Division

- Regarding DM No. 308 re Division Delegation to 2024 RSPC and Updated List of TWG and Contest Facilitators, this Office designates additional personnel to assist and facilitate the conduct of the 2024 RSPC on May 2-4 at City Central School and Cagayan de Oro National High School- Junior High.
- There will be an orientation with all the Radio Broadcasting & Scriptwriting, and TV Broadcasting & Scriptwriting proctors and facilitators on April 29, 10:00 a.m. at Fr. William Masterson Elementary School Conference room. Attendance is a must.
- As regards the Division's participation in the 2024 RSPC, coaches shall secure medical certificate and parents' consent of the qualifiers.
- This is a live-in activity. Thus, all the participants shall stay at Fr. William Masterson Elementary School on May 1-4. No participant is allowed to go out of the venue without securing the pass slip from the facilitators. Beddings shall be provided by the billeting and partner schools.
- All participants are eligible to claim for two (2) days Service Credits for teachers and CTO for non-teaching personnel equivalent to three (3) days as provided in Deped Order No. 67, s. 1988 and CSC Circular No. 9, s. 1988.
- Enclosed are the final list of TWG, proctors, and facilitators, Regional Memorandum. Other provisions of the previous Memorandum still remain



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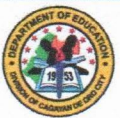
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7. Travel and incidental expenses shall be charged to the school MOOE, or local funds subject to the usual accounting and auditing rules and regulations.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. Immediate and wide dissemination of this Memorandum is desired.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
2024 RSPC delegation

CTD/PWT Addendum to DM 308,s.2024
April 26, 2024



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Attachment 01 Final List of Committee Members, Contest Facilitators and Proctors

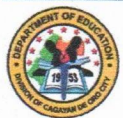
A.. Committees and Focal Personnel

Focus Area	Role	Focal Personnel
Delegates/Billeting	Chairman Co-chair	Romeo Aclo Engr. Ely Mamaclay All Principals of Billeting and Partner School Schools
Beddings	Chair: Co-chair	Roy Lumban Ray Maghuyop Judson Pastrano Vergel Bob Gomez All PSDS
Tarp/Signages/ logo, t-shirt/medal designs Tarp Hanging	Chair: Co-chair	Sylvio Carciller Ryan Roa Engelbert Dela Pena
Physical Set-up, Lights, Sounds (Opening and Closing/Awarding Ceremonies)	Chair: Co-chair: Members:	Mr. Angelito Felisilda Amor Radaza Lumban Mr. Rodel Megollas Norman Felisilda Rico Cagape Bayani Roturas Isagani Olarte Ferdinand Vinco Jr Engelbert Dela Pena
Mayors Night Program preparations and Decorations	Chair: CO-Chair: Members	Dr. Derrold Marl Aves Dr. Marife A. Ramos Aisa Badana Vanessa Mae Martinez Carol Lorono Elena Galarrita Leonora Alinsub Merlyn Bahian Pedrita Jordan Michael B. Espinosa Earl Vann S. Urbano Chrismar J. Bolotano Teresita Rara



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Mayor's Night Usherettes	Chair Co-chair	Ursula Janeth Abellanosa Sola Violeta Mendoza Vanessa Martinez Carol Lorono Cheryl Pontillas Farrah Ablanque Analou Recana
Cleanliness, Health & Sanitation	Chair: Members:	Dr. Baldomero Meso III Medical & Dental Team
Giveaways/ Lei/ Token for the Mayor's Night/ Lei for the Opening Program	Chair: Co-chair Members:	Shirley A. Marida Anita M. Gochuco Jenith Balsicas Emelia D. Lago Charito Jaraula
Brochure/Newsletter & Publication Publication Picture Editors Publication Video Editors	Chair: Co-chair	Dr. Rochelle Luzano Dr. Joel Potane Ryan Roa Lambago Team Ninia Marie Estillore Division ICT Team James Sijo Rodel Megollas Mark Edward Olango Division ICT Team
Transportation for CDO Delegation Transportation for the Guests	Chair: Co-chair Members:	Jairus M. Gochuco Ray Maghuyop All Division Drivers Joel Lariba Elizer Teruel Roel Lamberte Ray Maghuyop Paul Badon Loreto Llaban
Meals for CDO Delegation/ Meals for RTWG, Judges	Chair Co-chair: Members:	Juliet N. Dolero Jinnefer D. Espina Leonora Alinsob Nilbert Pacheco Rico Cagape District ALS Coordinators (14 pax)
Opening/ Closing Program/Printing of Program for distribution	Chair: Co-chair: Members	Jinky M.Arnejo Evelyn Q. Sumanda Josephine Go Rochelle Nala



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Program Emcee Led screen and presentation in-charge during the whole event(mini-presscon, opening, closing, concurrent session)		Erwin E. Abad & Ryan Blanco Ryan Pahapay Michael Marti Kashmir Cagas
Production Presentation for the Opening & Closing	Chair Co-chair Members	Jerly H. Eluna Evelyn Sumanda Maurita Donasco Farrah Ablanque CDO NHS-JS SPA Advisers Lapasan NHS SPA Advisers
Decoration for the Opening and closing Program(stage, backdrop, tables, chairs)	Chair: Co-chair Members	Margie G. Andrade Cynthia V. Yanez/Shirley Merida Evelyn Q. Sumanda Maurita Donasco Love C. Madawe Lapasan NHS Personnel Tablon NHS Personnel Teresita Rara CDONHS JH Personnel Iponan NHS Personnel
Crowd Control/Parade & contest venues, Opening & closing	Chair Member:	Mr. Elizer O. Teruel Mr. Macapangcat Mama Mr. Edgardo Espinosa Mr. Edwin Mamba Mr. Giljun Penuliar Mr. Danny Labadan School Personnel of Contest Venues
Traffic Management/Parade & contest venues, Opening & closing activities	Chair Co-chair Members	Mr. Juan A. Mingo Dante Sisto Ronie Ura-ura Rodel Estenzo RTA Personnel Adel Cambangay
Stakeholders Linkages	Chair: Co-chair	Romeo Aclo Engr. Mamaclay
Security/Parade & Contest Venues	Chair: Co-chair: Members	Janry Calonia PNP Personnel Melecia Tuba Ferdinand Vinco Vaikar Mayake Norman Felisilda Celso Pagulon



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		Manuel Lincaro Roel Lamberte
Tabulators	Chair: Co-chair: Members:	Ray Maghuyop Patricio Sambaan Mark labajan Christian Gem Pimentel Neldon Tacandong Leovigildo Modequillo Loveilla Reneatt Llanderal Emily Tabamo Rochelle Nala
Checking of laptops, cameras, and distribution of laptops prior to contest	Chair: Co-chair	Ray Maghuyop Patricio Sambaan Al Stephen Lagumen Nida D. Mandawe Jessie Ivan C. Gaspar Rey Misael Daabay Nelson Tacandong Mark Edward D. Olango Christian P. Dauhog Beverly Nicolasora Tito Yongao Ninia Marie Estillore Mark Edward D. Olango Christian P. Dauhog Isidro Medroso Marvin Anthony Ramos Rodel Megollas James Sijo Leovigildo Modequillo Lordson Siano Rochelle Nala Christopher Alungay Bayani Roturas All proctors and facilitators of Collaborative and Desktop Publishing
Certificates Printing (for Winners) and Certificate of Appearance for all Participants	Chair: Co-chair	Charlyn Baylon Tito Yongao Ninia Marie Estillore Mark Edward D. Olango Christian P. Dauhog Beverly Nicolasora Isidro Medroso Rodel Megollas Rochelle Nala



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Powerpoint Presentation during Opening & Awarding Ceremonies/ Powerpoint of Results during the Awarding	Chair Co-chair	Amelito Bucod Christian Gem Pimentel Al Lagumen Beverly Anne Nicolasora Jessie Ivan Gaspar Isidro Medroso Bayani Roturas
Communications	Chair: Co-chair Members	Dr. January Gay Valenzona Dr. Jean Loquillano Maurita Donasco Hasima Salic Dinah Zamora Darlenie Tulang
Procurement (Medals, Trophies, t-shirts, Plaque, materials)	Chair Co-chair Members	Arnel A. Calubag Romiel Vallente Angelito Felisilda Ignacio A. Gabule Noel Fred Balarote Loridel Tacandong Gemma Pajayon Lanie M. Signo Babyjane J. Nangcas Gleven Chito Manaop Catherine G. Ocate Gleven Manaug
Canvassing	Chair Co-chair	Angelito U. Felisilda Agustine Patlunag
Distribution List in-charge	Chair Co-chair	Noel Fred Balarote Baby Jane Nangcas Loridel Tacandong Catherine Ocate
Judges' Honorarium in-charge	Chair Co-chair	Jinky Arnejo Gemma Pajayon Betty Alilin
Results Validation in-charge/Cueing in-charge/trophies, medals, certificates verification and distribution during awarding ceremonies	Chairman Co-chair Members	Milagros Recamadas Anabelle Lariba Rosemary H. Dullente Maria Del Magallano Brenda Galarpe Elena Pacamo Aileen Maghuyop Kareen Agcopra Helen Lucman Elena Pacamo Emily Tabamo



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		Rochelle P. Nala Phoebe Taruc
Inspectorate	Chair Member	Derrold Marl S. Aves Gleven Chito Manaug Carl Canios
Registration & Attendance	Chair: Co-chair	Paraida D. Orangot Eleonor Consejo Rollan Anne Singh Kareen Agcopra Aileen Maghuyop Emily Tabamo Jenith Balsicas
Judges' /VIP quarter in-charge	Chair: Co-chair Members	Margie G. Andrade Jerson Herrero CDONHS SH School Personnel
Usherettes (Opening, Closing/Awarding)	Chair Co-chair	Rochelle Luzano Ursula Janeth GAYlo Cheryl Pontillas Sola Violeta Mendoza Analou Recana Ursula Janeth Abellanosa Sola Violeta Mendoza Vanessa Martinez Carol Lorono Cheryl Pontillas
Contest Materials in-charge		All Division Journalism Coordinators
Documentation Teaser for the Opening and Closing Programs	Chair Co-chair Members	Allan Guibone Ma. Socorro Guibone Rey Misael Daabay Richelle Diaz Rene Camasin James Sijo Beverly Anne Nicolasora Jessie Ivan Gaspar Rodel Megollas Ninia Marie Estillore Ryan Roa
Sports event (actual game) for the sports writing	Chair Co-chair	Rosalio R. Vitorillo Jerry Taruc Marcelo Mabalos Tournament Manager of identified sports event



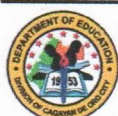
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Attachment 02 CONTEST FACILITATORS

<p>Contest Proctors Individual Events (City Central Personnel):</p>	<p>Chair: Co-chair Members</p>	<p>Anita M. Gochuco Emelia D. Lago ABDULLAH, SITTIE HALILA SABO BACLIG, ROSALIE JOPSON BAGAY, VANESSA SAJULAN CALMA, VENICE LYN ALARCON CALUBAG, MYLENE VENICE LILANGAN OTBO, BRENDA GUMANIT PADILLA, LOIDA ASAS PALAC, MARGIE PAJO ROLDAN, GILDA ISRAEL PAZ, ANGELITA Sharon Camasin TILACAS, ESTELLA LLABORE VILLALOBOS, CRISTY DAMSON</p>
<p>TV Broadcasting English (SWPUC)</p> <p>Time Keepers: TV Broadcasting: Bayani Roturas, Rodel Estenzo</p> <p>Filipino (ABCCA) Time Keepers: Fe Morales Analou Recana</p>	<p>Chair: Nancy Ramoso Co-chair: Maritcha Ubay-ubay</p> <p>Focal: Charito Jaraula Fe Morales</p>	<ol style="list-style-type: none"> 1. Rosemary Tolentino 2. Lordson Siano 3. Krizaida Alleya A. Espinosa 4. Sola Violeta Mendoza 5. Mary Glo Catarong 6. Rodel Estenzo 7. Nancy Ramoso 8. Bayani Roturas 9. Maritcha Ubay-ubay 10. Jocelyn Palabon 11. Corazon Bartoces 13. Ma. Lodel Daabay 14. Catalina O. Macnair 15. Welvin Alim 16. Charito Jaraula 17. Adel Cambangay 18. Analou Recana 19. Isagani Olarte-- 20. Jay T. Hebia 21. Marcelina Cabaring 22. Rey Misael Daabay 23. Fe Morales 24. Raymund Cabatuan 25. Analou Recana 26. Alma Penonia 27. Cheryl Quirino 28. Olarte, Roy Philip 29. Himaya Cu

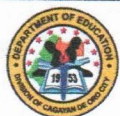


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<p>Radiobroadcasting & Scriptwriting (Elem- English)</p> <p>Time Keeper: Cheryl Quirino Sheila Yanez</p> <p>Radio broadcasting & Scriptwriting (Elem-Filipino)</p> <p>Time keepers (Filipino-Elem) Jacqueline Gasatan 56. Robily Castulo</p> <p>Radio broadcasting & Scriptwriting Secondary English</p> <p>Time Keepers English Kareen Agcopra Joan Mae Tabla</p> <p>Radiobroadcasting & Scriptwriting Secondary Filipino</p>	<p>Focal: Ryan Blanco</p>	<p>29. Ryan Blanco 30. Dulce Cuerquiz 31. Rowena Taboclaon 32. Sheila Yanez 33. Ronie Ura-ura 34. Ivy Labadan 35. Cheryl Quirino 36. Rico Cagape 37. Judson Pastrano 38. Cielito Estoque 39. Emerita Labis 40. Jolito Baslan 41. Darlene Daliva 42. Edwin Mamba</p> <p>43. Love C. Mandawe 44. Jessica Joy Hinacay 45. Gemma Ethel Ong 46. Censusa Abuel 47. Basilisa Gayramara 48. Ursula Abellanosa 49. Norman A. Felisilda 50. Marissa Cayetuna 51. Aileen Maghuyop 52. Karl Anthony Salise 53. Marilou Lora 54. Maricel Bautista 55. Jacquelin Gasatan 56. Robily Castulo</p> <p>57. Kareen Agcopra 58. Joan Mae Tabla 59. Mary Joy Padrequil 57. Maribeth Auman 58. Ronaldo Auman 59. Marilou Lagac 60. Raul Dechosa 61. Norma Delima 62. Rosana Ubalde 63. Manuel Lincaro 64. Joel Granada 65. Candolyn Quilit 66. Alma Penonia 67. Naomi Tocmohan</p> <p>68. Elena Galarrita 69. Duque Caguindangan 70. Elena Pacamo 71. Flores, Maricel C. 72. Galeon, Lloyd</p>
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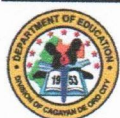


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<p>Time Keepers (Radio Broadcasting Secondary-Filipino) Banaag, Joji Noel M. Bascones, Vanessa A</p>		<p>73. Albiso, Jeanley T. 74. Ali, Abdul Muizz 75. Alontaga, Welnelia C. 76. Anay, Imee S. 77. Bacang, Teresita D. 78. Bana, Britta D. 79. Banaag, Joji Noel M. 80. Bascones, Vanessa A.</p>
<p>Online Publishing English & Filipino</p>	<p>Focal: Paul Badon</p>	<p>81. Beltran, Helen D. 82. Boborol, Johen Jasmin E</p>
<p>Collaborative & Desktop Publishing (Elem)</p>	<p>Focal: Honey Mae Cartel ; Enerio Margarita</p>	<p>83. Cañete, Perry Jane Q. 84. Edelion, Jennie C. . 85. Enerio, Margarita 86. Artango, Daniel M. 87. Cempron, Karen A. 88. Chioco, Elsa D. 89. Cultura, Marybeth P. 90. Dabalos, Jerralyn D. 91. De La Cerna, Dennis U 92. De La Cruz, Catherine Ann S. 93. Dura, Sherryll P. 94. Paul Badon</p>
<p>Collaborative & Desktop Publishing (Secondary)</p>		<p>96. Cartel Honey Mae 97. Ellarina, Aida D. 98. Enerio, Margarita B. 99. Flores, Maricel C. 100. Galeon, Lloyd C. 101. Gipala, Emmie D. 102. Herrera, Nimfa B. 103. Hontiveros, Lovelyn H. 104. Hussein, Kristina L. 105. Igano, Jacqueline C. 106. Jabines, Jellinek G. 107. Kawakami, Catherine S 108. Kilat, Nilda G. 109. Ladera, Rocela L.</p>
		<p>40. Llanos, Liza Marie R. 41. Lloren, Susan B. 42. Maglunsod, Richel E. 43. Mañus, Lauren M. 44. Mapandi, Sahira D. 45. Marmita Richard F. 46. Maunga, Intanbai S. 47. Millanes, Love B. 48. Montalban, Christine A.</p>

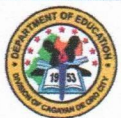


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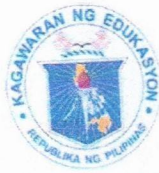
		49. Nagac, Ande John M. 50. Nalla, Liduvina A. 51. Neri, Rosa Loida Mae P 52. Ocdenaria, Ma. Jeodalyn M. 53. Olarte, Roy Philip C.
Contest Proctors (CDONHS -JH Personnel) Individual Events	Chair: Co-chair	Charlyn Baylon Hasima Salic Adaya, Kristine L Alilin, Joylen A Arat, Rosemarie G. Balibay, Nikkie Jane C Brua, Stela C. Cunahap, Wendelyn D. De Leon, Janice Amor Enriquez, Noemi M. Gochuco, Shera May L. Nodado, Reynoza D. Delig, Iremae Y Pamisa, Jocelyn C. Quina, Ivy R. Salasalan, Alden
Sports writing Facilitator Elem	Chair member	Sylvio Carciller Karl Anthony Salise Proctors and Facilitators: Esteria G. Waga PAYE, BENHUR M.
Sports writing Facilitator Secondary		Sieras, Roqueza Joy N. Tamondong, Janeth G.
Photo Journalism Elem	Chair:	Marvin Anthony Ramos Lordson Siano Facilitators: 1Joselin Minguito Sharon Camasin
Photo Journalism Secondary		Connie B. Sabelita Sol Balista
Mini Press Conference (Collaborative & online Publishing)		Anne Francis T. Singh Darlenie Tulang
Concurrent Session		Shera May L. Gochuco Jeanley T. Albiso Noribelle Baculio



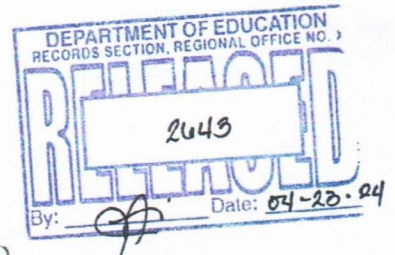
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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



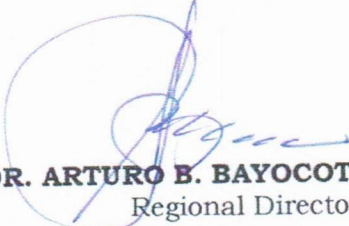
April 23, 2024

REGIONAL MEMORANDUM
 No. 0274, s. 2024

2024 REGIONAL SCHOOLS PRESS CONFERENCE (2024 RSPC) MEETING

To: Schools Division Superintendents
 All Others Concerned

- To effectively prepare for the upcoming 2024 Regional Schools Press Conference (2024 RSPC), this Office will facilitate a **meeting with the different committees and contest facilitators from the Regional Office (RO) and the Division of Cagayan de Oro City** at the Audiovisual Center (AVC), DepEd Regional Office (RO), on April 24, at 8:00 a.m. for the committees and 1:00 p.m. for the contest facilitators.
- Travel expenses and other incidentals shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
- Attached is the list of committee members and contest facilitators, together with the schedule of activities for reference.
- This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

ATCH.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

CELEBRATION CONTESTS

CLMD/mand-moon



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
 Telephone No: (088) 881-3137
 Email: region10@deped.gov.ph
 Website: r10.deped.gov.ph

Doc. Ref. Code	RO-ORD-F013	Rev	01
Effectivity	01.22.24	Page	1 of 1

**2024 Regional Schools Press Conference
Working Committees**

May 2-4, 2024

STEERING COMMITTEE

Regional Office Dr. Arturo B. Bayocot, CESO III – Regional Director
 Dr. Federico P Martin, CESO V -Asst. Regional Director
 Mala Epra B. Magnaong Chief, CLMD
 SDS Roy Angelo E. Gazo
 ASDS Audie Borres

	COMMITTEE	MONITOR/FACILITATOR	JOB DESCRIPTIONS
1	Registration and Attendance	<p>RO Counterpart: Allan L. Mansaladez, Chief, Ana Belen S. Muring</p> <p>CDO Division : Chair: Paraida D. Orangot Eleonor Consejo Rollan Anne Singh Kareen Agcopra Aileen Maghuyop Emily Tabamo Jenith Balsicas Host Schools</p>	<ul style="list-style-type: none"> • Monitor the attendance of participants in the 14 billets • Plan out smooth mechanism in the conduct of registration and monitor the attendance of participants. • Coordinate host schools to provide registration area and focal person in the committee. • Collect completed attendance sheets from the 14 divisions and all guests, RTWGs, etc. • Others deemed necessary
2			<ul style="list-style-type: none"> • Prepare directory of host schools, emergency hotlines, and house rules.

2	Accommodation of Participants/Billeting Quarters	<p>RO Counterpart: Atty. Candice Razon, OIC-Chief, ESSD Engr. Maria Fels3 A. Trompeta</p> <p>Host Division partners Chair- Romeo Aclo Engr. Ely Mamaclay All Principals of Billeting Quarters Members-Host school</p>	<ul style="list-style-type: none"> ● Prepare directory of host schools, emergency hotlines, and house rules. ● Coordinate with Medical Team ● Secure a copy of school billets with contact numbers and the divisions assigned. ● Coordinate with the committee of the host school on the readiness of billeting schools ● Monitor the accommodation of participants including the following: <ol style="list-style-type: none"> 1. Welcome tarpauline of SDSs near the gate 2. School signages 3. Ratio of participants to room 4. Water, light/electrical connection, beds, beddings, internet connection 5. Peace and security in coordination with the LGU. 6. Assignment of attendant of every billeting room 7. Involvement of the BSP/GSP 8. Others deemed necessary
3	Accommodation of Guests, Judges, and Keynote Speaker (including their transportation, foods and snacks during actual judging and mobility)	<p>RO Counterpart: Enerio Ebisa, Chief, HRDD and the HRDD Team</p> <p>Host Division partners Chair- Ray Maghuyop</p>	<ul style="list-style-type: none"> ● Prepare list of protocol officer for the following: <ul style="list-style-type: none"> - Board of Judges - Keynote Speaker ● Contact information and details of the person mentioned above including: <ul style="list-style-type: none"> - Contact details - Flight details - Food restrictions ● Coordinate with the protocol officer for the following: <ul style="list-style-type: none"> - Separate vehicle (from port to hotel, venues, etc. - Food and accommodation - Lei and token - communication with the guests, etc.

			<ul style="list-style-type: none"> • Coordinate with the registration committee on the accomplished and signed registration committee.
4	Program, Invitation, Communication	<p>RO Counterpart: Mala Epra B. Magnaong Ramon G. Abrera, Jr.</p> <p>Host Division partners Program: Jinky Arnejo Invitation/Communication: January Gay Valenzona Jean Loquillano Maurita Donasco Hasima Salic Dinah Zamora</p>	<ul style="list-style-type: none"> • Coordinate with SDO committee for the overall parts of the program • Prepare budget for the program • Send invitation letters to guests, judges and other important personalities • Finalize and distribute copies of the RSPC Program of activities • Prepare and reproduce copies of program for the opening and closing/awarding ceremony • Distribute copies of the program to the involved persons • Inform/assign the people involved of the parts of the program • Coordinate with SDO on the host for the 2024 RSPC • Others deemed necessary
5	Opening and Closing Ceremonies	<p>RO Counterpart: Bienvenido U. Tagolimot Carlos B. Llamas III Ranie Villamin Ramon G. Abrera, Jr.</p> <p>Host Division partners Jinky M. Arnejo Evelyn Q. Sumanda Josephine Go Rochelle Nala Erwin E. Abad Margie Andrade Shirley Merida, Cynthia Yanez</p>	<ul style="list-style-type: none"> • Coordinate with the program committee on the flow of the activities and prepare production script to be consulted to the steering committee. • Prepare budget for the opening and the closing program. • Coordinate with the decoration committee • Assign hosts for the closing program • Coordinate with ICTs to have 2 screens where names of winners and Divisions , etc are flashed as these are called • Identify the Assignment of Masters of Ceremonies (opening, closing, awarding of the following: Best School Paper, Outstanding SPAs and SPJs, Individual and group contests, socials, mayors and governors night • Ensure efficiency of the MC and those involved in the program • Provide a copy of VIPs to the program host

			<ul style="list-style-type: none"> • Orient MC of the parts of the program • Be able to know the people involved prior to the start of the program
6	Finance Committee	<p>RO Counterpart: Mary Ann D. Neri, CPA</p> <p>Host Division partners Arnel A. Calubag, CPA Romiel Vallente</p>	<ul style="list-style-type: none"> • Coordinate with SDO regarding downloading of funds to DO • Coordinate the registration committee on the accomplished and signed registration and attendance sheet. • Provide assistance to the working committees on matters relating to budget
7	Procurement	<p>RO Counterpart: Atty. Shirley O. Chatto</p> <p>Host Division partners Arnel A. Calubag Romiel Vallente Ignacio A. Gabule Noel Fred Balarote Loridel Tacandong Gemma Pajayon Lanie M. Signo Babyjane J. Nangcas Gleven Chito Manaop Catherine G. Ocate Gleven Manaug Angelito Felisilda</p>	<ul style="list-style-type: none"> • Coordinate with SDO on the materials to be procured • Work closely with finance division for funding • Others deemed necessary
8	Transportation for the RTWGs and Judges	<p>RO Counterpart: Marino O. Dal, EPS</p>	<ul style="list-style-type: none"> • Provide vehicles for the Judges and RTWGs • Request for RO Vehicles • Others deemed necessary

9	Usherettes & Socials	<p>RO Counterpart:</p> <p>Mark Gabule</p> <p>Host Division partners Ursula Janeth Abellanosa Sola Violeta Mendoza Vanessa Martinez Carol Lorono Cheryl Pontillas Farrah Ablanque</p>	<ul style="list-style-type: none"> • Coordinate with the committee of the host division • Usher VIPs during the ceremonies (opening, closing, awarding) • Ensure host of the mayor's night to provide usherettes, etc. • Distribute programs to guests and visitors • Plan attire for the different ceremonies • Coordinate with the protocol officers and registration committee re on list of guests (Execom, mancom, judges, keynote and other VIPs
10	Food and Catering Meals and Snacks	<p>RO Counterpart:</p> <p>Edith L. Ortega, Chief FTAD</p> <p>Host Division partners Juliet N. Dolero Jinnefer D. Espina Leonora Alinsob Nilbert Pacheco Rico Cagape District ALS Coordinators (14 pax)</p>	<ul style="list-style-type: none"> • Prepare list of potential caterer and menu • House rules for food distribution • Coordinate with the committee of the host division for the food of judges and guests • Monitor the foods served, flowing coffee, and cleanliness of the mess hall • Close coordination with the Regional Coordinator regarding the serving of foods to the contest venues • Provide division coordinators names and contact numbers of caterers. • Facilitate in the daily distribution of snacks and meals to the judges, TWG/Support Staff and Working Team, LGU and Division personnel
11	Awards and Certificates (Distribution of trophies, medals and certificates)	<p>RO Counterpart:</p> <p>William C. Agomana - EPS</p>	<ul style="list-style-type: none"> • Coordinate with the committee of the host division for the following: <ul style="list-style-type: none"> - Certificates of Appearance (for all) - Certificates of Participation (for all)

	during the awarding)	<p>Host Division partners</p> <p>Milagros Recamadas Anabelle Lariba Rosemary H. Dullente Maria Del Magallano Brenda Galarpe Elena Pacamo Aileen Maghuyop Kareen Agcopra Helen Lucman Elena Pacamo Emily Tabamo Rochelle P. Nala Phoebe Taruc Jenith Balsicas Mary Glo Catarong Kareen Agcopra</p>	<ul style="list-style-type: none"> - Certificates of Recognition (for winners and coaches) - Medals and Trophies with accurate number ● Check and account the correct number of medals, trophies and certificates ● Facilitate the awarding and make it sure that the distribution of medals, trophies and certificates is in order ● Assign presenters for the awarding ceremony ● Others deemed necessary
12	Documents and Records, Photography and Video Production	<p>RO Counterpart:</p> <p>Carlos B. Llamas III</p> <p>Host Division partners</p> <p>Allan Guibone Ma. Socorro Guibone Rey Misael Daabay Rachelle Diaz Rene Camasin James Sijo Beverly Anne Nicolasora Jessie Ivan Gaspar Rodel Megollas</p>	<p>RO will monitor the following tasks of the Division Office committee</p> <ul style="list-style-type: none"> ● Document all activities, take photos ● Keep complete records as to names of participants, names of winners, etc. ● Prepare pictorial accomplishment report for submission to the Central Office ● Package the whole duration of the conference in print and in video clip ● Submit the documented activity to the Division Office a week after the RSPC

		Ninia Marie Estillo Ryan Roa	
13	Physical Facilities/Arrangement and Disaster	<p>RO Counterpart: Eusebio B. Aguanta, EPS</p> <p>Host Division partners</p> <p>Mr. Juan A. Mingo Dante Sisto Ronie Ura-ura Rodel Estenzo RTA Personnel Adel Cambangay Janry Calonia PNP Personnel Mel Tuba Ferdinand Vinco Vaikar Mayake Ryan Blanco Angelito Felisilda</p>	<ul style="list-style-type: none"> • Communicate with community leaders for Tanods to be on duty 24/7 • Conduct ocular inspection of the venue for the Opening program and Awarding, judges' room and contest rooms • Facilitate in the cleaning, arrangement and readiness of the said venues • Check the needed materials for the actual contest/activity • Others deemed necessary
14	Newsletter and Publication	<p>RO Counterpart: Ranie Livero O. Villamin</p> <p>Host Division partners</p> <p>Dr. Rochelle Luzano Dr. Joel Potane Ryan Roa Lambago Team: Jeselinda Rola, Rosalinda Tantiado, Shera May Gochuco, Charlyn Baylon, Hasima</p>	<ul style="list-style-type: none"> • Work with the officers of the RSPAA for daily issues of newsletter • Get staff from journalists of schools. This will be a good training ground for them

		<p>Salic, Allan Guibone, Darlenie Tulang, Dinah Zamora, Honey Gipala Cartel, January Gay Valenzona, Margelina Tabian, Maria Cuarteros, Ryan Roa, Vanessa Kabilan, Christian Daohog,</p> <p>Ninia Marie Estillore Division ICT Team</p> <p>James Sijo Rodel Megollas Mark Edward Olango Division ICT Team</p>	
15	Parade Committee/ Entrance of Delegates	<p>RO Counterpart:</p> <p>Arnel T. Genita</p> <hr/> <p>Host Division partners</p> <p>Mr. Juan A. Mingo Dante Sisto Ronie Ura-ura Rodel Estenzo RTA Personnel Adel Cambangay Alfredo Tongco Jr. Janry Calonia PNP Personnel Mel Tuba Ferdinand Vinco Vaikar Mayake</p>	<ul style="list-style-type: none"> • Use 1 wide streamer to be brought by assigned boy scout or girl scout and to be followed by the Colors or Colors first before the streamer • Advise all Divisions to bring with them the tarpaulin with the face of the SDS and the name of that Division

16	Tour	<p>RO Counterpart Bienvenido U. Tagolimot, Jr. –</p> <p>Host Division partners Romeo Aclo Engr. Mamaclay</p>	<ul style="list-style-type: none"> • Refer to the regional coordinator regarding games and tours • Get fliers of possible places to be visited • Coordinate with the transportation committee
17	Health and Safety	<p>RO Counterparts: Dr. Myra Yee Edselyn Salido</p> <p>Host Division partners Dr. Mark Baldomero Meso III CDO Medical & Dental Tem</p>	<ul style="list-style-type: none"> • Assign team in all billeting schools • Provide orientation to participants re health and safety matters during the welcome program on Day 0. • Include in the procurement first aid kit, paracetamol, medicines for stomach ache, insect bites, etc <p>Monitor participants' health condition Provide first aid medicines to participants who get sick</p>
18	Quality Assurance	<p>RO Counterpart: Rogelio C. Evangelista Member- Laurencia Llagas</p> <p>Host Division partners Rochelle Luzano Joel Potane</p>	<ul style="list-style-type: none"> • Prepare QAME links for the entire duration • Monitor responses of participants • Coordinate with the management to address issues which are found in the responses •
19	Contest Rooms	<p>RO Counterparts: Armando A. Agustin Ramon G. Abrera Jr.</p>	<ul style="list-style-type: none"> • Coordinate with Working Team and the Division TWG for the contest proper, contest rooms and judges' rooms • Prepare contest rooms • Place labels to be mounted at the entrance of the contest rooms

		<p>Host Division partners Helen Lucman Select Contest Venue Personne Annabelle Lariba Evelyn Sumanda</p>	<ul style="list-style-type: none"> • Prepare signages to be carried by the scouts Others deemed necessary
20	Sports Event	<p>RO Counterpart: Jesus V. Muring</p> <p>Host Division partners Rosalio Vitorillo Jerry Taruc Marcelo Mabalos Division Tournament manager of identified sports event</p>	<ul style="list-style-type: none"> • Prepare at least 3 events to be played • Prepare the venues, sports facilities, athletes, officiating officials • Include a budget for their meals and snacks • Facilitate the conduct of the exhibition games
21	<p>Contest Committee</p> <ul style="list-style-type: none"> • Sports Writing • Photojournalism • Press Conference (Collaborative) 	<p>RO Counterparts: Armand Agustin Ramon Abrera</p> <p>Host Division partners: Helen Lucman Sylvio Canciller Karl Anthony O Salise</p> <p>Marvin Anthony Ramos Lordson Siano</p> <p>Anne Francis Singh</p> <p>Darlenie Tulang</p>	<ul style="list-style-type: none"> • Assign the following: <ul style="list-style-type: none"> - contest facilitators who are young, active and vibrant - Facilitators for Press Conference - Facilitators for Sports Coverage • Schedule an orientation for all contest facilitators • Orient the judges of the criteria specially in TV, Radio Broadcasting, and Collaborative Contests • Provide judges with hard copy of rating sheets and contest guidelines

22	Individual Events	<p>RO Counterparts: Armando A. Agustin Ramon G. Abrera Jr.</p> <p>Host Division partners Phoebe Taruc Helen Lucman Anita Gochuco Emelia D. Lago Hasima Salic CCS Personnel CDONHS -JH Personnel</p>	<ul style="list-style-type: none"> • Assign and orient contest facilitators • Prepare contest rooms • Place labels to be mounted at the entrance of the contest rooms • Prepare signages to be carried by the scouts • Others deemed necessary
23	<p>Group Events</p> <p>TV Script Writing and Broadcasting Contest</p>	<p>RO Counterparts: Ranie Livero O. Villamin Loreto B. Demetillo Jr.</p> <p>Host Division partners Rosemary Tolentino Nancy Ramoso Maritcha Ubay-ubay Charito Jaraula Fe Morales</p>	<ul style="list-style-type: none"> • Assign and orient contest facilitators • Prepare contest rooms • Place labels to be mounted at the entrance of the contest rooms • Prepare signages to be carried by the scouts • Others deemed necessary
24	Radio Script Writing and Broadcasting Contest	<p>RO Counterpart: William C. Agomana</p> <p>Host Division partners Ryan Blanco Love Mandawe</p>	<ul style="list-style-type: none"> • Assign and orient contest facilitators • Prepare contest rooms • Place labels to be mounted at the entrance of the contest rooms • Prepare signages to be carried by the scouts • Others deemed necessary

25	Collaborative Desktop Publishing Contest	<p>RO Counterpart: Nick Panares</p> <p>Host Division partners Honey Mae Cartel Aikeen Canoy</p>	<ul style="list-style-type: none"> • Assign and orient contest facilitators • Prepare contest rooms • Place labels to be mounted at the entrance of the contest rooms • Prepare signages to be carried by the scouts • Others deemed necessary
26	Online Publishing Contest	<p>RO Counterpart: Dave Tan</p> <p>Host Division partners Maribeth Auman Paul Badon</p>	<ul style="list-style-type: none"> • Assign and orient contest facilitators • Prepare contest rooms • Place labels to be mounted at the entrance of the contest rooms • Prepare signages to be carried by the scouts • Others deemed necessary
27	Concurrent Sessions	<p>RO Counterpart: Vevilyn Cabunoc</p> <p>Host Division partners Shera May Gochuco Jeanley Albiso Noribelle Baculio</p>	<ul style="list-style-type: none"> • Assign venues for lectures and another venues for the contest to include Holding Areas • Concurrent sessions are preferably done in a gym or an auditorium • Coordinate with the association for the non-contest activity • Prepare labels and guides . • Coordinate with regional journalism coordinators for further
28	Meeting of School Paper Advisers/Election of Officers-Elementary Meeting of Campus Journalists/Election of Officers Secondary	<p>Fr. Macky Ceballos RSPAA</p> <p>Host Division partners Rochelle Nala Christopher Alungay Miriam Miranda Luzviminda Binolhay</p>	<ul style="list-style-type: none"> • Secure a venue for the 4 groups of associations • Put up quality sound system
29	ICT	<p>RJ Quirit Ralph Simon Mabulay</p>	<ul style="list-style-type: none"> • Coordinate with RO Journalism Coordinator • Capture moments of RSPC and play these at the venue while

		<p>Host Division partners James Sijo Allan Guibone Ma. Socorro Guibone Christian Daohog Jessie Ivan Gaspar Mark Edward Olango Nida Mandawe Nina Marie Estillore Khasmir Cagas</p>	<ul style="list-style-type: none"> • Take charge of led screen and presentation designs
30	<p>Contest Materials and Certificate of Recognition (Printing of Certificates as soon as Winners have been identified)</p>	<p>RO Counterparts: Armando A. Agustin Ramon G. Abrera Jr.</p> <p>Host Division partners Charlyn Baylon Tito Yongao Pat Sambaan Christian Pimentel Mark Labajan Nelson Tacandong Leovigildo Modequillo Loviella Reneatt Llanderal Rochelle Nala Emily Tabamo</p> <p>Al Lagumen Beverly Anne Nicolasora Amelito Bucod Jessie Ivan Gaspar Isidro Medroso</p>	<ul style="list-style-type: none"> • Take charge in the reproduction of materials and contest pieces • Receive outputs from contest rooms (direct from Contest Committee Chair) • Have at least 10 committee members to stay late in the evening to segregate materials • Stay in a room with risograph and photocopier • Ensure proper lighting and working tables • Procure 30 sharpened pencils for judges and zip lock for photojournalism • Print Certificates of Recognition with the names of the winners (one for the student writer and one for the coach) • Check the correctness of the names and text of the certificates • Others deemed necessary

		Love C. Madawe Lapasan NHS Personnel Tablon NHS Personnel Teresita Rara CDONHS JH Personnel Iponan NHS Personnel	
33	Tarpaulin	ICTO Team Division Focal Persons Sylvio Carciller Ryan Roa Engelbert Dela Pena Ryan Roa	Lay-out, design, print and mount the tarpaulin on the stage wall and post in strategic places <ul style="list-style-type: none"> • Others deemed necessary
34	Peace and Security Opening, Closing/Awarding	ESSD Team Division Focal Persons Jairus Gochuco Janry Calonia Mel Tuba Ferdinand Vinco Vaikar Mayake Norman Felisilda PNP Personnel	<ul style="list-style-type: none"> • Coordinate with CDO PNP and community leaders in ensuring safety and security of the RSPC delegation.
35	Awarding Ceremony	RO Counterparts: Armando A. Agustin Ramon G. Abrera Jr.	<ul style="list-style-type: none"> • Coordinate with the tabulation, usherettes, medals and awards committee • Ensure availability of the following:

		<p>William C. Agomana</p> <p>Division Focal Persons Charlyn Baylon Milagros Recamadas Annabelle Lariba Maria Del Magallano Rosemary Dullente Helen Lucman Phoebe Taruc</p>	<ul style="list-style-type: none"> • - Certificates of Appearance from CDO division • - Certificates of Participation • - Certificates of Recognition for winners, winning coaches, venues, and working committees) • - Medals and Trophies with accurate number • - Plaques for the keynote speaker, host division, and host LGU's • • Check and account the correct number of medals, trophies and certificates • • Facilitate the awarding and make it sure that the distribution of medals, trophies and certificates is in order • • Assign presenters for the awarding ceremony • Others deemed necessary
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CONTEST FACILITATORS

Contest Proctors Individual Events (City Central Personnel):	Chair: Co-chair Members	Anita M. Gochuco Emelia D. Lago ABDULLAH, SITTIE HALILA SABO BACLIG, ROSALIE JOPSON BAGAY, VANESSA SAJULAN CALMA, VENICE LYN ALARCON CALUBAG, MYLENE VENICE LILANGAN OTBO, BRENDA GUMANIT PADILLA, LOIDA ASAS PALAC , MARGIE PAJO ROLDAN, GILDA ISRAEL PAZ, ANGELITA Sharon Camasin TILACAS, ESTELLA LLABORE VILLALOBOS, CRISTY DAMSON
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<p>TV Broadcasting English (SWPUC)</p> <p>Time Keepers: TV Broadcasting: Bayani Roturas, Rodel Estenzo</p>	<p>Chair: Nancy Ramoso Co-chair: Maritcha Ubay-ubay</p>	<ol style="list-style-type: none"> 1. Rosemary Tolentino 2. Lordson Siano 3. Krizaida Alleya A. Espinosa 4. Sola Violeta Mendoza 5. Mary Glo Catarong 6. Rodel Estenzo 7. Nancy Ramoso 8. Bayani Roturas 9. Maritcha Ubay-ubay 10. Jocelyn Palabon 11. Corazon Bartoces 13. Ma. Lodel Daabay 14. Catalina O. Macnair 15. Welvin Alim
<p>Filipino (ABCCA)</p> <p>Time Keepers: Fe Morales Analou Recana</p>	<p>Focal: Charito Jaraula Fe Morales</p>	<ol style="list-style-type: none"> 16. Charito Jaraula 17. Adel Cambangay 18. Analou Recana 19. Isagani Olarte-- 20. Jay T. Hebia 21. Marcelina Cabaring 22. Rey Misael Daabay 23. Fe Morales 24. Raymund Cabatuan 25. Analou Recana 26. Alma Penonia 27. Cheryl Quirino 28. Olarte, Roy Philip 29. Himaya Cu

<p>Radiobroadcasting & Scriptwriting (Elem- English)</p> <p>Time Keeper: Cheryl Quirino Sheila Yanez</p>	<p>Focal: Ryan Blanco</p>	<p>29. Ryan Blanco 30. Dulce Cuerquiz 31. Rowena Taboclaon 32. Sheila Yanez 33. Ronie Ura-ura 34. Ivy Labadan 35. Cheryl Quirino 36. Rico Cagape 37. Judson Pastrano 38. Cielito Estoque 39. Emerita Labis 40. Jolito Baslan 41. Darlene Daliva 42. Edwin Mamba</p>
<p>Radio broadcasting & Scriptwriting (Elem-Filipino)</p> <p>Time keepers (Filipino-Elem) Jacquelin Gasatan 56. Robily Castulo</p>		<p>43. Love C. Mandawe 44. Jessica Joy Hinacay 45. Gemma Ethel Ong 46. Censusa Abuel 47. Basilisa Gayramara 48. Ursula Abellanosa 49. Norman A. Felisilda 50. Marissa Cayetuna 51. Aileen Maghuyop 52. Karl Anthony Salise 53. Marilou Lora 54. Maricel Bautista 55. Jacquelin Gasatan 56. Robily Castulo</p>
<p>Radio broadcasting & Scriptwriting Secondary -English</p>		

<p>Time Keepers English Kareen Agcopra Joan Mae Tabla</p>		<p>57. Kareen Agcopra 58. Joan Mae Tabla 59. Mary Joy Padrequil 57. Maribeth Auman 58. Ronaldo Auman 59. Marilou Lagac 60. Raul Dechosa 61. Norma Delima 62. Rosana Ubalde 63. Manuel Lincaro 64. Joel Granada 65. Candolyn Quilit 66. Alma Penonia 67. Naomi Tocmohan</p>
<p>Radiobroadcasting & Scriptwriting Secondary Filipino</p>		
<p>Time Keepers (Radio Broadcasting Secondary- Filipino)</p>		
<p>Banaag,Joji Noel M Bascones, Vanessa A.</p>		<p>68. Elena Galarrita 69. Duque Caguindangan 70. Elena Pacamo 71.Flores, Maricel C. 72Galeon, Lloyd 73.Albiso, Jeanley T. 74.Ali, Abdul Muizz 75.Alontaga, Welnelia C. 76.Anay, Imee S. 77.Bacang, Teresita D. 78.Bana, Britta D. 79.Banaag, Joji Noel M. 80.Bascones, Vanessa A.</p>
<p>Online Publishing English & Filipino</p>		<p>81. Beltran, Helen D. 82.Boborol, Johen Jasmin E</p>

<p>Collaborative & Desktop Publishing (Elem)</p>	<p>Focal: Paul Badon</p>	<p>83. Cañete, Perry Jane Q. 84. Edelion, Jennie C. . 85. Enerio, Margarita 86. Artango, Daniel M. 87. Cempron, Karen A. 88. Chioco, Elsa D. 89. Cultura, Marybeth P. 90. Dabalos, Jerralyn D. 91. De La Cerna, Dennis U 92. De La Cruz, Catherine Ann S. 93. Dura, Sherryll P. 94. Paul Badon</p>
<p>Collaborative & Desktop Publishing (Secondary)</p>	<p>Focal: Honey Mae Cartel ; Enerio Margarita</p>	<p>96. Cartel Honey Mae 97. Ellarina, Aida D. 98. Enerio, Margarita B. 29. Flores, Maricel C. 30. Galeon, Lloyd C. 31. Gipala, Emmie D. 32. Herrera, Nimfa B. 33. Hontiveros, Lovelyn H. 34. Hussein, Kristina L. 35. Igano, Jacqueline C. 36. Jabines, Jellinek G. 37. Kawakami, Catherine S 38. Kilat, Nilda G. 39. Ladera, Rocela L. 40. Llanos, Liza Marie R. 41. Lloren, Susan B.</p>

		42. Maglunsod, Richel E. 43. Mañus, Lauren M. 44. Mapandi, Sahira D. 45. Marmita Richard F. 46. Maunga, Intanbai S. 47. Millanes, Love B. 48. Montalban, Christine A. 49. Nagac, Ande John M. 50. Nalla, Liduvina A. 51. Neri, Rosa Loida Mae P 52. Ocdenaria, Ma. Jeodalyn M. 53. Olarte, Roy Philip C.
Contest Proctors (CDONHS -JH Personnel) Individual Events	Chair: Co-chair	Charlyn Baylon Hasima Salic Adaya, Kristine L Alilin, Joylen A Arat, Rosemarie G. Brua, Stela C. De Leon, Janice Amor Gochuco, Shera May L. Delig, Iremae Y Quina, Ivy R. Balibay, Nikkie Jane C Cunahap, Wendelyn D. Enriquez, Noemi M. Nodado, Reynoza D. Pamisa, Jocelyn C. Salasalan, Alden
Sports writing Facilitator Elem	Chair member	Sylvio Carciller Karl Anthony Salise Proctors and Facilitators: Esteria G. Waga PAYE, BENHUR M. Sieras, Roqueza Joy N. Tamondong, Janeth G.
Sports writing Facilitator Secondary		
Photo Journalism Elem	Chair:	Marvin Anthony Ramos Lordson Siano Facilitators:

		I Joselin Minguito Sharon Camasin
Photo Journalism Secondary		Connie B. Sabelita Sol Balista
Press Conference (Collaborative)		Anne Francis T. Singh Darlenie Tulang
Concurrent Session		Shera May L. Gochuco Jeanley T. Albiso Noribelle Baculio

Lambago Team Members and Focus Area

Team	Role	Task Description	Focal Personnel
Brochure	Managing & Associate Editors	Provide a "go signal" if the material is ready for posting in facebook and printing. Proofread the content and compliance of brochure.	Dr. Rochelle A. Luzano Dr. Joel D. Potane
	Content Creators	Write the content and layout the brochure	Dr. Joel D. Potane Dr. January Gay Valenzona Margelina Tabian
	Reproduction Team	Overseer the printing of the brochure and segregate for distribution.	Robily Castulo Joan Mae Tabla Irish Corpuz Noribelle Baculio
	Distribution Team	Distribute the brochure at the Billeting Quarters and Opening Program	Ignacio T. Gabule Jr. Lanie Signo Gleven Chito Manaop Noelfred Balarote
Newsletter	Managing Editors	Provide a "go signal" if the material is ready for posting in facebook and printing	Dr. Rochelle A. Luzano Dr. Joel D. Potane

Associate Editors	Proofread the content and compliance of newsletter.	Dr. Hasima N. Salic Darlenie Tulang Dr. Jean Loquillano Dr. Helen Lucman Dr. Phoebe Taruc
Writers and Contributors	Write the articles assigned.	Darlenie Tulang Shera May L. Gochuco Dr. January Gay T. Valenzona Dinah Zamora Rodwena Loquero Jeselinda M. Rola Shahara Mapandi Erwin Gantalao Honey Cartel Blessel La Victoria-Perez Winnie Cristie Manatad Shenny Mae P. Acera
Photographers	Take pictures taken for newsletter use.	Allan Guibone Ma. Socorro Guibone Rey Misael Daabay Richelle Diaz Rene Camasin Krista Marie Llenas
Photo Editors	Edit pictures taken by documentation committee for newsletter use.	Ninia Marie Estillore Margelina Tabian Mark Edward Olango
Illustrator and Layout Artists	Layout the newsletter when the articles are already edited and compliant.	Ryan Z. Roa
Reproduction Team	Overseer the printing of the brochure and segregate for distribution.	Michael A. Maestrado Robily Castulo Joan Mae Tabla Irish Corpuz Noribelle Baculio
Distribution Team	Distribute the newsletter at the Billeting Quarters and Contest Areas	Ignacio T. Gabule Jr. Lanie Signo Gleven Chito Manaop Noelfred Balarote
Managing/Associate Editors	Proofread and provide a "go signal" if the social media content is ready for posting in facebook.	Dr. Rochelle A. Luzano Dr. Hasima N. Salic
Caption Generators	Generate Caption for the facebook post.	Grace J. Tumanda

**Social Media
Timeline
Update**

		Rosalinda Tantiado
Photographers	Take pictures for facebook use.	Allan Guibone Ma. Socorro Guibone Rey Misael Daabay Rachelle Diaz Rene Camasin
Photo Editors and Station (FB) Logo/Video Promotions	Edit pictures taken by photographers for facebook posting.	Nida Mandawe Jessie Ivan Gaspar Christian Daohog Beverly Anne Nicolasora
FB Manager	Create FB page for the RSPC 2024. Post the approve SMM content after "go" signal of managing editors. Increase the engagement of the page through various social media generators.	James Sijo Rodel Megollas Loridel Tacandong Ninda Mandawe Jessie Ivan Gaspar Christian Daohog Mark Edward Olango
Vlogs	Managing Editors	Provide a "go signal" if the material is ready for posting in facebook or printing
	Associate Editors	Proofread the content and compliance of article, video, or fb post.
	Content and Social Media Quality Checker	Check the social media compliance of the video before forwarding to the associate editors.
	Content Creators	Create the content of the vlog, record and edit the video.
		Dr. Rochelle A. Luzano Dr. Joel Potane Shera May L. Gochuco Dr. Rochelle Nala Jeanley T. Albiso Krista Mari Llenas Jellinek G. Jabines Margarita B. Enerio Reynoza B. Nodado Kristene P. Reyes Abegail I. Seva Juan Antonio C. Andres Arby Brille Cabañeros Crizza Pearl Gomez Princess Alipio Rhojamah Celetaria Rex Soriano Cheska Dimple Ledesma Denise Mari Inocian Jethro Lañas

			Alexis Yamoway Marielle Paguia Rychee Pahapay Ezekiel Abrio Rey Babia Rheal Dado Paige Albacete Sihanie Pahaman Phimichaela Bonda Jhielliane Valdez Najwa Launto Maria Celine Aquino Nina Angela T. Cortez Czaina Rabia B. Macapundag Patrisha Mae R. Quilab Gianclark Benedict E. Peralta
Mojos	Managing Editors	Provide a "go signal" if the material is ready for posting in facebook.	Dr. Joel Potane Charlyn S. Baylon Dr. Jean T. Loquillano
	Associate Editor	Proofread the content and compliance of video.	Shera May L. Gochuco
	Content and Social Media Quality Checker	Check the social media compliance of the video before forwarding to the associate editors.	Ma. Theresa C. Carillo
	Content Creators	Write the content and serve as the journalist/reported in the mobile journalism. Edit the video before then forward to the content and social media quality checker.	Camyll Jhey P. Belhoy Alexa Kyle R. Cabunoc Gabe Daniel S. Rivero Ma. Nicole Cyse L. Rojo Vash Kyly M. Sarapuddin Jaeve Joshua C. Butcon Jhan Richer U. Cabus Ian Jason Y. Galia Frenzzy Kyla C. Halasan Sairel A. Yabo