



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

March 21, 2024

REGION MEMORANDUM
 CLMD-2024-103

**VENUE FOR THE PREWORK ACTIVITY AND MORE INFORMATION ON THE
 2024 REGIONAL SCHOOLS PRESS CONFERENCE**

To: Schools Division Superintendents
 All Other RO Personnel Concerned

1. This has reference to Region Memorandum CLMD-2024-040 titled 2024 Regional Schools Press Conference. All participants are hereby informed that the venue of the **prework activity on March 25-26, 2024, shall be at Fe Hidalgo Hall, DepEd Regional Office, Koronadal City.**

2. To ensure a more efficient and facilitative dissemination of information and instructions, the orientation of the different committees shall observe the following scheme:

To attend the pre-work on March 25, 2024 only	Program and Invitation Committee Contest Events Committee Tabulators Outstanding SPA and SPJ Secretariat
To attend the pre-work on March 26, 2024	Secretariat Communications Team Tabulators Medals/Trophies/Certificates/Videos Committee ICT Team

3. See the following enclosures for reference:
 Enclosure 1: Program Matrix
 Enclosure 2: Terms of Reference of the members of the TWG
 Enclosure 3: Regional TWG Members to Attend the Pre-Work Activity

4. Relative to the conduct of 2024 RSPC, the following sites shall be strictly observed during the contest in Online Publishing:

Allowed Sites	Restricted Sites
Canva Google Site	Social Media Sites AI sites

5. The RTWG will look into and delete the following files during inspection: docx, pptx, pub and pdf. Each competing team shall strictly observe No "incognito mode". The RTWG- ICT team shall generate and provide google accounts and passwords to the competing divisions.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
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SOCCSKSARGEN REGION

6. All other information contained in Region Memorandum CLMD-2024-040 are still enforced.
7. For clarifications and inquiries, please contact **Shienna Lyn L. Antenor**, Education Program Supervisor through shiennalyn.antenor@deped.gov.ph. and **Leonardo B. Mission**, Education Program Supervisor through leonardo.mission@deped.gov.ph.
8. For dissemination, information and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: RM CLMD-2024-040, RM CLMD-2024-090

Allotment: BEC Funds

To be indicated in the PERPETUAL INDEX under the subject
CAMPUS JOURNALISM SCHOOL PAPER

SLLA/ CLMD/ RM /PREWORK ACTIVITY FOR THE 2024 REGIONAL SCHOOLS PRESS CONFERENCE/ 103
March 21, 2024



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Enclosure 1 to Region Memorandum CLMD-2024-103

PROGRAM MATRIX

TIME	TOPIC/ACTIVITY	Speaker/Person In-charge
March 25, 2024 (Day 1)		
7:30-8:00 a.m.	Travel time	
8:00-8:30 a.m.	Arrival and Breakfast	
8:30-9:30 a.m.	Opening Program Preliminaries	John Rey Robles CLMD ADAS
	Opening Remarks and Message	Luz Lalli L. Ferrer Chief, CLMD
	Introduction of Participants	Leonardo B. Mission EPS, CLMD
	Rationale	Shienna Lyn L. Antenor EPS, CLMD
9:30-10:00 a.m.	Terms of Reference of the members of the TWG	
10:00-10:30 a.m	Updates from the Tabulation Committee	Jay-ar S. Lipura EPS CLMD
10:30-11:00 a.m	Technical Preparation for Tabulation	Joey Lozano ICT, SDO Tacurong
11:00-11:30 a.m	Updates from the Host Division	Mary Ann Umadhay EPS, SDO Tacurong
11:30-12:00 nn	Process of Proctoring	Leonardo B. Mission EPS, CLMD
12:00-1:00 nn	Lunch Break	
1:00-1:15	MOL	John Jerson Constantino EPS, Sarangani
1:15-2:00 p.m	Opening and Closing Program	Shienna Lyn L. Antenor EPS, CLMD
2:00 -2:30 p.m.	Updates from the Association	Madonna Sua SPA President (Secondary)
2:30-5:00 p.m	Workshop per committee and open forum	
March 26, 2024 DAY 2		
8:00-8:30 a.m.	MOL / Officers of the Day	Maricel Dignadice EPS II, HRDD



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SOCCSKSARGEN REGION

8:30-9:00 am	Orientation with Secretariat, Communications Team, and Design/Logo Committee	Shienna Lyn L. Antenor EPS, CLMD
9:00-9:30 a.m	Technical Preparation for Secretariat Members	Maricel Dignadice EPS II, HRDD
9:30-10:00 a.m	Preparation for Communications Team	Reah Joy Hallique PAU, RIO
10:00- 11:00 a.m	Plans for the video trailer, program design and trophies	Bryll Regidor Emman Dwight Tuyan Reggie Galindez Jodan Manua
11:00-12:00 nn	Workshop Proper and Technical Preparation for the different committees: Secretariat, Tabulation, Videos, Design and Communications Team	
12:00 -1:00	Lunch	
1:00-1:5:00 p.m	Continuation of the workshop and technical Preparation for the different committees: Secretariat, Tabulation, Videos, Design and Communications Team	



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SOCCSKSARGEN REGION

Enclosure 2 to Region Memorandum CLMD-2024-103

**TERMS OF REFERENCE OF THE REGIONAL TECHNICAL WORKING GROUPS
FOR 2024 RSPC**

RTWG	TERM OF REFERENCE
Overall Management	Provides general direction in the conduct of 2024 RSPC.
Program and Invitation Committee	Leads/Facilitates the conduct of the 2024 RSPC
Tabulators	Provides mechanism/s on how scores will be tabulated with accuracy and utmost confidentiality.
Proctors	Takes charge of the preparation of resources and the competition proper for individual and group contests.
SPA Association	Takes charge of the membership of SPAs and SPJs. Reports plans and status of the association alongside the achievement of the goals of RSPC.
QAME	Conducts M&E during the Regional Schools Press Conference. Provides an indication of the extent of achievement in the conduct of 2024 RSPC. Leads the search for the special awards. (billeting quarter)
Finance	Provides technical assistance in the financial component of RSPC.
Grievance and Protest	Regulates and controls unfair behavior on the part of participants, advisers, and organizers. Promotes uniformity in the application of guidelines.
ICT	Provides technical assistance to all committees in terms of ICT needs and concerns Coordinates with Communications Teams as regards the RSPC episode Collaborates closely with Secretariat and tabulators Leads the checking of the laptops of the participants on Day 0.



Republic of the Philippines
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SOCCSKSARGEN REGION

Secretariat (Certificates)	<p>Prepares the attendance, certificates, electronic copy, online links for school paper, and other documents related to the 2024 RSPC.</p> <p>Prepares the drive for the school paper (e-copy) with a checklist.</p> <p>Takes charge of the copy furnished of paper to each judge.</p>
Communications Team	<p>Takes charge of RSPC “teaser”, fb live episodes during the opening and closing ceremonies, and publication of e-copy of news articles on the SOCCSKSARGEN Fb Page.</p> <p>Issues publication as regards the conduct of 2024 RSPC (Electronic and hardcopy)</p>
Registration	<p>Takes charge of the collection of registration and receipts of the participants.</p>
BAC/Supply	<p>Takes charge of procurement activities.</p> <p>Ensures that the necessary supplies and resources are met.</p>
Medical Team	<p>Provides support to the medical needs of the participants during the RSPC.</p>
Transportation/Drivers	<p>Ensures the availability of vehicles before and during the conduct of RSPC.</p>



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SOCCSKSARGEN REGION

Enclosure 3 to Region Memorandum CLMD-2024-103

RTWG Members as Participants for the Prewrite Activity

COMMITTEE	NAME
Program & Invitation (Opening & Closing Ceremonies)	Chair: Shienna Lyn L. Antenor Co-Chair: Arlene Rosa Arquiza
	Members: Leonardo B. Mission Ma. Isabel R. Cunanan Arturo Tingson Jr. Mary Ann Umadhay Julius Celetaria
	Cynthia Diaz Mary Grace B. Leysa
	Arturo Tingson Jr. Sally Palomo
	Jade Palomar Delia B. Mabalot
	Magdaleno Duhilag Jr Rodolfo Ortiz
Individual Contests/Proctors	Crisanto Bulado Gina Fe Patenio
	Regan Dagadas Annaliza Domingo
	Roger Suerte John Jerson Constantino
	Grace Patrice Mondragon Madonna Along
	Nathaniel Bangoc II Joesevic Hurtada
	Louella Jabido Richard Moral
	Henry Fritz Diaz Hermie Jarra
	Dave Prodigio Zynafe Cajjo
	Jodan Manua Tinnah Escalona



Republic of the Philippines
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COMMITTEE	NAME
Outstanding SPA and CJ	Chair: Dave C. Prodigio Co-Chair: Mary Ann Umadhay
	Members: Arlene Rosa Arquiza Lelita Laguda Benjie Tejada (Elementary) Madonna Sua (Secondary)
TABULATORS	Chair: Jay-ar Lipura Co-Chair: Aldwin B. Opre
	Members: Levi Carla Villanueva Charl Lorenz Nadela Joey Lozano Rex Roncesvallez
Secretariat	Chair: Maricel B. Dignadice Members: Blessie Joie Barnuevo John Rey Robles Florida Sajor Charmaine Rose Panceles Esther Mefragata
Documentation/Publication	Chair: Reah Joy S. Hallique Co-Chair: RM Dion Winner Lebrero Members: Kimber Mae Agpalsa Mark Buyao Kevin Hijastro
Medals/Trophies/Certificates/ Video	Chair: Jodan Manua Co-Chair: Brylle Regidor Members: Emman Dwight Tuyan Reggie Galindez