



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

April 1, 2024

REGION MEMORANDUM
CLMD-2024-112

FINAL OCULAR INSPECTION OF THE BILLETING QUARTERS AND CONTEST VENUES FOR 2024 RSPC

To: Schools Division Superintendent
Division of Tacurong City
All Other RO Personnel Concerned

1. To ensure the readiness of the host division as well as secure the welfare of all participants for the 2024 RSPC, **a Final Ocular Inspection of the Billeting Quarters and Contest Venues shall be conducted by the Regional Management Team on April 8, 2024, in Tacurong City.**
2. Enjoined to attend are the CLMD Chief and Education Program Supervisors from CLMD and QAD.
3. Enclosed is the monitoring checklist for the billeting quarters and contest venues for reference.
4. Relative to the conduct of RSPC, **an orientation for the judges shall be conducted on April 3, 2024, through <https://meet.google.com/brv-kfbk-xun> while the orientation for the proctors shall be on April 8, 2024, through <https://meet.google.com/wus-rrya-etn>.**
5. For clarifications and inquiries, please contact **clmd.region12@deped.gov.ph**, with attention to **Shienna Lyn L. Antenor**, Education Program Supervisor.
6. For dissemination, information, and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated
Reference: Region Memorandum CLMD-2024-040, Region Memorandum CLMD-2024-090
Allotment: RSPC Funds
To be indicated in the PERPETUAL INDEX under the subject

CAMPUS JOURNALISM SCHOOL PAPER

SLLA/ CLMD/ RM / FINAL OCULAR INSPECTION OF THE BILLETING QUARTERS AND CONTEST VENUES FOR 2024 RSPC/114/April 1, 2024



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**2024 REGIONAL SCHOOLS PRESS CONFERENCE MONITORING
 CHECKLIST FOR BILLETING QUARTERS AND CONTEST VENUES**
April 15-19, 2024
Tacurong City

Name of Billeting Quarter: _____

Number of rooms to be used: _____

To be occupied by: _____

Name of Delegation

Host Principal: _____

Host Division: _____

Inspected by: _____

(Name and Signature)

Inspection Date & Time: _____

Instruction:

The purpose of this monitoring checklist is to ensure the safety of the participants while attending the RSPC. Aside from showing the best of what the host school/division can offer, the conduct of this monitoring also aims to delight all the participants while staying in the billeting center.

The In-charge of the Regional Committee on Billeting Quarter will conduct the monitoring within five (5) days prior to the actual conduct of the RSPC.

Put Check () on the column if the indicator is observed and place x if it is not observed. Write in the column remarks for the suggestions.

The host school principal will be notified as soon as possible to comply with suggestions to improve the billeting quarter.

INDICATORS	Yes	No	Remarks
Over-all Environment			
1. Whole area is tidy and free from obstructions/mess			
2. Walkways are clean and free of hazards			
3. The whole area is well-lighted at night			
4. Trash bins are visible			
5. Parking area is provided			
6. Signage's for entrance and exit gates are visible			
7. RSPC MATRIX of Activities is visible in the strategic location			
Emergency Requirements			
1. Security Personnel manned the gates			
2. Functional Fire extinguishers are installed			



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3. Fire exits signage's are visible			
4. Evacuation Plan signage is visible			
5. First Aid Kit is available in the classroom			
6. Emergency phone numbers is posted in the rooms such as: -fire station phone number -hospital phone number -Nearest police precinct phone number			
Sleeping Quarters			
1. The participants are provided with beddings			
2. Rooms are well ventilated			
3. lighting is adequate and operational			
4. Comport rooms are clean			
5. Water supply is adequate			
6. Floors are tidy			
7. Corridors are free of obstructions			
8. Drinking water is available			
Food Provision			
1. Arrangements for food provision is set by RSPC management			
2. Mess Hall is provided			
3. Cooking area for the catering services is provided			
Manpower/Committees			
The following committees are organized:			
1. Registration			
2. Security/Peace and Order			
3. In-charge of Quarters			
4. Cleanliness			
5. Welcome/arrival committee			
6. Food committee			
7. Transportation			
8. Restoration			
9. Logistics			