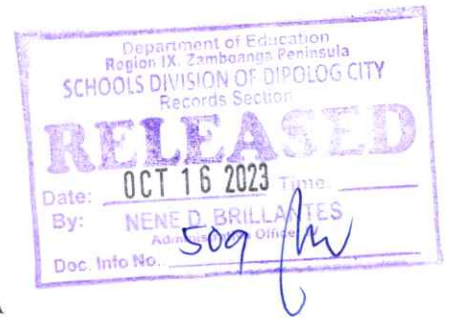




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 09, 2023

DIVISION MEMORANDUM

No. 509, s. 2023

**ADDENDUM TO DIV. MEMO 496, S.2023 OR THE
REGIONAL CLIMATE CHANGE CARAVAN 2023**

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISOR
ALL ELEMENTARY SCHOOL PRINCIPALS/HEADS
ALL SECONDARY SCHOOL PRINCIPALS/HEADS
SELECT DIVISION PERSONNEL
DIVISION DRRM COORDINATOR
YOUTH FORMATION COORDINATOR
THIS DIVISION
ALL OTHERS CONCERNED

1. In reference to Division Memo No. 496, s. 2023, the **Regional Climate Change Caravan 2023** will be held on **October 18, 2023 (5PM-9PM)** at **Explore Dipolog, Barangay Miputak, Dipolog City** where participants are to wear **Havana Attire or Any White Tops**.
2. Furthermore, the following are the expected participants from this Division:
 - a. Schools Division Superintendent
 - b. Asst. Schools Division Superintendent
 - c. SGOD Chief
 - d. CID Chief
 - e. All Elementary & Secondary School Principals/Heads
 - f. YES-O Federation Officers
3. In the event that the expected participant/s are not available due to prior commitments, alternate personnel shall attend in behalf of the school or office he/she represents.
4. Participating learners shall be accompanied by their respective School Principal/Head and shall secure a Consent from their Parent/Guardian.
5. On the other hand, a pre-event and post-event activities shall be called for the members of the Technical Working Group (TWG) and Program Committees on the following schedules:



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City

Schedule	Activity	Venue
October 17, 2023 (1PM-5PM)	Pre-Event Conference and Rehearsal	DepEd Dipolog Training Center
October 18, 2023 (8AM-whole day)	Pre-Event Preparation, Arrangement and Venue Setting-up	(Per assigned area) DDTC, Top Plaza, Explore Dipolog
October 19, 2023 (8AM-12:00AM)	Post-Event Evaluation	DepEd Dipolog Training Center

6. Kindly refer to Encloses for the following:
 - a. Updated TWG and Program Committee Members
 - b. Venue Layout
7. Service Credits (SC) or Compensatory Overtime Credits (COC) shall be granted to participating personnel.
8. For questions or clarifications, kindly contact ALAN D. CHIU, the Division DRRM Coordinator, at 09070547070.
9. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
 Schools Division Superintendent
 Office of the Schools Division Superintendent

Encl.: As stated

Reference: none

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

SGOD, DRRM
RCCC

Schools
CCAM

ADC/20231016-DM-Add-RCCC2023

October 16, 2023



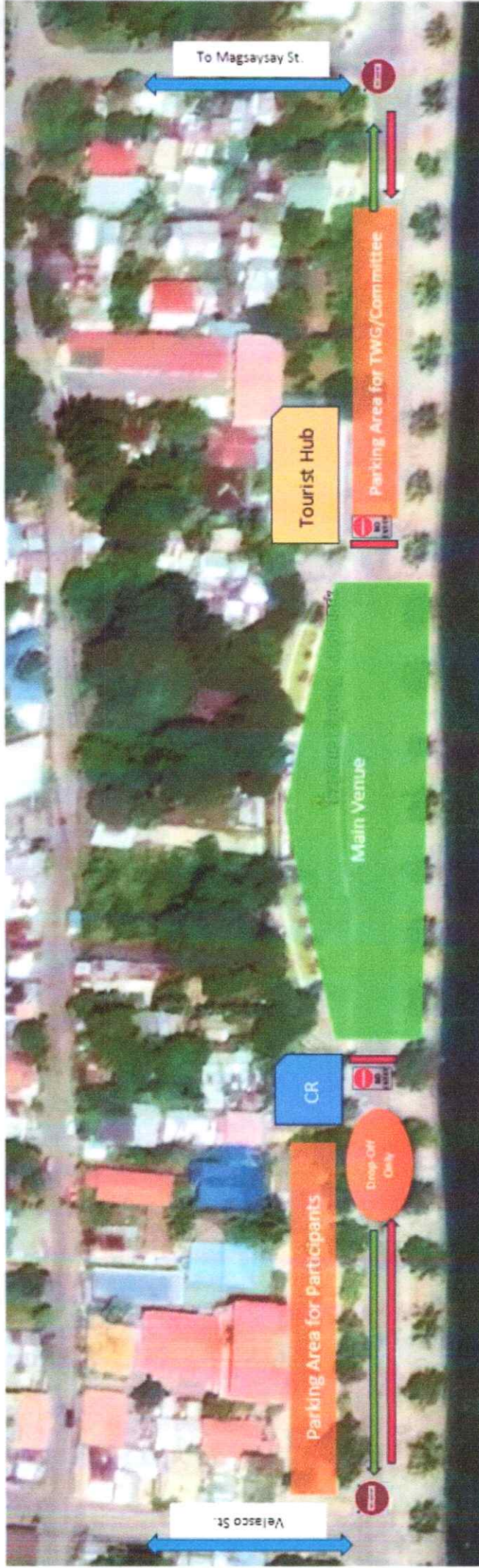
Address: Purok Farmers, Olingan, Dipolog City
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 Website: www.depeddipolog.net
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ENCLOSURE: Event TWG and Program Committees

Committee	Roles	In-Charge/ Persons Involved
Technical Working Group (TWG)	Serves as the ad hoc group who will work the preparatory activities	Nur N. Hussien Ma. Eden G. Aspiras Jesel B. Chiu Andrew Homil G. Elumbaring Alan D. Chiu Teodora M. Ortiz Eileen P. Simbran Stephanie Ezhra O. Diao
Memo, Invites and Letters (MIL)	Prepares, designs, and forwards memo, invites and/or letters to identified personalities; Facilitates signing of documents	Ma. Eden G. Aspiras Jesel B. Chiu Adrian Benedict F. Castelo
Certificates	Prepares, designs, and forwards certificates to identified personalities; Facilitates signing of certificates; Facilitates issuance of Certificate of Appearances	Ma. Eden G. Aspiras Teodora M. Ortiz
Registration, Secretariat and Leis (Garland) (R&S)	Responsible for coordination and management of each activity related to the event. In-charge in the taking of attendance and registration of participants.	Marie C. Refugio Marie Antoinette F. Nazareth Coleen Mae N. Montederamos
Program Director	Serves as the event manager	Nur N. Hussien
Floor Director	Ensures smooth flow of the scheduled activity per program flow	Alan D. Chiu
Backstage Director	Organize backstage areas for preparation of performers, presenters and/or speakers in coordination with the Floor and Program Director.	Gina T. Caermare
Media Coordinator	Social Media and Radio Stations	Gareth Boyd M. Requiron Serg Ferdin Bermudo Benedicto Bajita
Photo & Video Documentation	Ensures documentation of the event (before, during and after)	Gareth Boyd M. Requiron Serg Ferdin Bermudo Benedicto Bajita
Audio, Video, and Lights Coordinator (AVL)	Works with the video, lights and sounds operators; Ensures that files for presentation are ready and available during the event	Andrew Homil G. Elumbaring Juvy Bolagaw Rosman Daymiel Egerbert Sevilla
Ushers and Usherettes	Escorts VIPs and Guests to their respective assigned tables; Guides participants to their respective tables	Mariel Gwen L. Abarca Marilyn G. Barabso Sarah Mae C. Aranas Genevieve Q. Bermudez Aivan B. Penaso John Marc I. Flores
Food and Beverages	Works with the caterers in ensuring availability and readiness of food as scheduled with respect to the number of participants	Ellyn G. Nonong Mary Catherine G. Tabudlong Medelyn G. Abulon

Committee	Roles	In-Charge/ Persons Involved
	(arrival of participants, during program, departure of participants)	
Stage & Physical Arrangements	Works with the caterers in the setting-up of the tables and chairs; Works with CEO and GSO for the setting-up of stage; Plans route for the flow of people and vehicles	Ronillo S. Yarag Engr Christopher Ace B. Bael Ellyn G. Nonong Mary Catherine G. Tabudlong Jaime Burlat Jr. Engr. Susan B. Ualat
Safety Team	Assess and identify potential hazards (e.g. fire, stampede, vehicular, etc.); Works with the local PNP for the security of the area	Rambelle C. Flores Dr. Jayrick C. Balagbagan Emmanuel F. Bacaltos Princess Mae D. Ladera Irving C. Agnis
Health & Emergency Team	Works with the local emergency team; Attends to health issues of participants at the different venues (DDTC and Explore Dipolog)	Dr. Clees Paul Z. Tabiliran Gina Fe M. Ramos Jessani E. Quirante Antonio R. Atopan, Jr. N'Dwight P. Dagunan, RN Paul Joshua P. Dael Kennedy R. Paladin
Billeting & Accommodation	Works with the hotel assigned for the respective participants; Ensure smooth transfer of participants from DDTC to Hotel (vice-versa); Coordinates with transportation & logistics for the transfer of participants	Crispo V. Gahisan Neil Nonato F. Sebastian
Transportation & Logistics	Works with designated vehicles in the transfer of participants to hotel and to venue (vice-versa)	Luisiano Murro, Jr. Jeffrey Bolingkit 2 LGU Drivers
Emcee	Master of Ceremony	Chris Rey VIII A. Herrera

VENUE LAYOUT



Legend:

 No entry for non-participants

 No entry for any vehicles

 One side parking only