



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



October 30, 2018

DIVISION MEMORANDUM

No. 1052 s. 2018

**REGIONAL SCHOOLS PRESS CONFERENCE: BILLETING QUARTERS,
WORKING COMMITTEES AND OTHER RELEVANT INFORMATION**

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

1. In preparation for the conduct of the Regional Schools Press Conference on November 15-18, 2018, Digos City Division, as the host, releases the hereto attached List of Working Committees and the List of Assigned Schools for the accommodation of delegates in the identified billeting quarters, for support and cooperation of everybody.
2. Committee chairs, co-chairs, and members of different working committees, timeline and specific tasks are listed in the enclosure.
3. Both billeting quarters and TWG Committee chairs and co-chairs for RSPC Hosting are enjoined to attend the coordination meeting with the Superintendent on November 6, 2018 at 1:00 – 5:00 P.M. at the Division Conference room. No proxy is allowed.
4. Moreover, schools in Digos Oriental District, Digos Occidental District, and Digos South District with organized School Band are expected to join the parade. Nearer schools in Mt. Apo District with School Band may also join. The parade will start at 1 o'clock in the afternoon of November 15, 2018 beside the Provincial Coliseum.
5. Travel expenses and all other incidental expenses relative to the conduct/hosting of RSPC shall be charged against School Paper Funds, Local/School Funds, PTA Funds, School/Division MOOE Funds and other sources subject to the usual accounting and auditing rules and regulations.
6. For immediate dissemination and compliance.


WINNIE E. BATOON, EdD.
Officer-in-Charge
Office of the Schools Division Superintendent



Encls: List of Working Committees and Assigned Schools for Delegates Accommodation

References: RA 7079

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

CURRICULUM CAMPUS JOURNALISM PRESS CONFERENCE

jmn: REGIONAL SCHOOLS PRESS CONFERENCE BILLETING QUARTERS AND WORKING COMMITTEES

30 October 2018

Regional Schools Press Conference

November 15-18, 2018

Billeting Quarters

- Over-all Chair:
Members:

Ms. Joan M. Niones
Mrs. Zenaida Guya
Mrs. Rosalinda Adlaon
Mrs. Helen Casimiro
Mrs. Ferna Renira Alde

Mrs. Cherry Rosette Oliva
Mrs. Patriotiso Peñas
Mr. Ely Cataluña
Mrs. Ida Juezan

Billeting School	Partner Schools	Sub-group Chair	Co-chair	Member	Assigned Division
Digos City CES	J. Alberca ES Ranao ES Mahayahay ES Balabag ES Balabag HS Soong ES Binaton ES Matti ES G. Reusora CES DiCNHS- TLE & AralPan N. Isidro ES	Mrs. Zenaida Guya (09281871109)	Mrs. Jessica Lucero (09471911268) Mrs. Gemma Salanga (09106238493)	Mrs. Joy Fortun Mrs. Allen Malahay Mr. Wilson Catingub Mr. Raquel Ramos Mrs. Inda Nacua Mr. Juvy Salise Mr. Rogan Adanza Mr. Edberto Real Mrs. Rosario Aperocho Mrs. Lorelei Gorgonio Mrs. Analyn Manapol	IGACOS Mrs. Charizma Ambrona (09098749773) Mrs. Lourdes Mantlapus 09087844380 DAVAO OCCIDENTAL Mrs. Nelia Madelo 09085381650
P. Basalan ES	Ruparan ES Dannas ES Dulangan ES F. Alferez ES Goma NHS Ruparan NHS	Mrs. Rosalinda Adlaon (09307527208)	Mr. Julito Trazo (09294123501)	Mr. Jonathan Almacin Mr. Allen Malahay Mr. Joel Catijena Mr. Eugene Sayson Mrs. Tiña Heramiz Mrs. Celedonia Alabado Ms. Lhieny Nonette Merca Mrs. Maricel Pantil	DAVAO ORIENTAL Mrs. Geraldine Burgos O9096979812 Mrs. Nancy Sumagaysay 09178930547

Billeting School	Partner Schools	Sub-group Chair	Co-chair	Member	Assigned Division
R. Saplala ES	D. Abawag ES Colorado ES A. Mañapao ES Matti NHS DICNHS MAPEH	Mrs. Helen Casimiro (09501250044)	Mr. Jonathan Rellon (09108571099)	Mrs. Lorelei Deiparine Mr. Peter Paul Deiparine Mr. Nelson Lucero Mrs. Aimee Porto Mrs Stella Recla Mr. Jerwin Granada Mr. John Presto	MATI CITY Mrs. Michelle Disonglo 09951492969 Mrs. Gina Lustre 09292477273
San Miguel ES	Igpit ES Bagumbuhay ES C. Nonol Lungag ES Igpit NHS	Mrs. Ferna Renira Alde (09330386168)	Mr. Angelito Villagonzalo (09204001431)	Mrs. Mylene Samonte Mrs. Cherrie Ann Bohol Mr. Renato Calipayan Mr. Felzev Lloyd Sayson Mr. Felipe Degamo, Jr. Mrs. Leda Huerbana Mrs. Venus Babalcon	DAVAO DEL SUR Dr. Ruben Asan 09287060836 Mrs. Rita Rellanos 09996926433
Ramon Magsaysay CES	Cogon Badiang ES Aplaya ES Rizal CES Aplaya NHS Senior High of Digos City DiCNHS-English Soong HS Apolandia ES	Mrs. Cherry Rosette Oliva (09398434748)	Mrs. Marilyn Salboro (09291133412) Mrs. Basilia Flores (09202951970)	Mrs. Joy Baulete Mr. Edsel Nacua Mr. Rexie Pancho Mrs. Raquel Cedeño Mrs. Basilia Flores Mrs. Ignacia Trondillo Mrs. Christy Cabahug Mrs. Larrah Mae Asor	TAGUM CITY Dr. Cristy Agudera 09212119482 Dr. Darwin Suyat 09436133829 COMVAL Dr. Eldecris Calzadora 09985491620 Dr. Hilda Opena 09151596984/09192613560
Don Mariano Marcos ES	Kibanban ES P. Garcia ES I. Abalayan ES Marawer ES Kapatagan NHS DiCNHS - Values	Mr. Patriotiso Peñas (09308638603)	Mrs. Antonia Jumawan (09994977052)	Mrs. Zandria Sy Mrs. Jacqueline Jaum Mr. Rowelern Rosima Mrs. Ceasar Cevera Mr. Dann Bccamon Mr. Allan Tizon Mrs. Elizabeth Bueron	DAVAO CITY Dr. Rene Sultan 09238797731 DAVAO DEL NORTE Miss Marilyn Publico 09989839962

Billeting School	Partner Schools	Sub-group Chair	Co-chair	Member	Assigned Division
	DICNHS - Math DICNHS - Science		Mrs. Renedina Laburada (09284781068)	Mr. Liberty Sosas Mrs. Janely Patinople Mrs. Leizl Jumawan Mrs. Arriane Catubig-	Mrs. Allen Guillaran
Dawis ES	P. Garcia ES Dawis NHS DiCNHS-Filipino	Mr. Ely Cataluña (09098180520)	Mr. Roberto Jalalon (09462423321)	Miss Elecel Adam Mr. Mario Andales Mrs. Rexie Pancho Mr. John Presto	PANABO Mr. Peter Mejares 09076407096 Maria Perpetua Angelita Suelto 09214522203

Regional Schools Press Conference 2018
November 15-18, 2018

TECHNICAL WORKING GROUP (TWG)
WORKING COMMITTEES

Overall Chairpersons: TITO M. ENDRINA and JOAN M. NIONES

Committee	Committee In-Charge	TASKS	Timeline	Remarks
REGISTRATION Christy N. Cabahug 0922 253 2667	Chairman: Maria Edith Ibañez (Region) Co-Chairman: Arlene P. Barba Members: From the Region: Aurora Lagrama Mary Ann Acosta Phelma Camacho Lyn Vincent Balatero From Digos City Division: Christy N. Cabahug (Oriental and Marit City) Analyn P. Manapol (Comval and Davao del Norte) Juna Mae C. Morales (Tagum City and IGACOS) Nelly D. Salise (Panabo City and Davao City) Ferlyn Tubice (Davao del Sur and Davao Occidental) Jane Joy De Guzman (Digos City)	1. Receives Registration Form of Division delegation on October 30, 2018 2. Issues receipt of participating school per division 3. Receives from Regional Certificate Committee the Certificate of Appearance and Certificate of Participation per Division and segregates them for distribution 4. Prepares Attendance Sheet 5. Collects Attendance Sheet of every division for the whole duration of the activity and ensures that all delegates filled up the Attendance Sheet 6. Forward the Filled up Attendance to the Regional Secretariat	October 30 to 18, 2018	Tasks are to be done before the distribution of the Certificates.

Committee	Committee In-Charge	TASKS	Timeline	Remarks
OPENING PROGRAM Leilani Señeres 0930 335 9202	A) Technical Chairperson: Leilani T. Señires Program Director: Narciso Marañon Members: Xavier Fuentes Leilani Señeres Kristoffer Ian Cabila Sunny Pajo Jasminn Eve Bucod	1.Ensures the orderly program presentation 2. Provides updates on the practice of the production number and intermission numbers 3. Facilitates general rehearsal of the program 4. Prepares the music of the performers according to the sequence of their presentation 5. Gives cues to the program director and to the emcee as the delegates enter the coliseum 6.Provides cues for the sequence of the program from the performers to the program director and to the emcee 7. Invites local media for coverage	November 13- General rehearsal at the coliseum	Delegates are arranged according to alphabetical order. Prepare a prayer of a child and assign a child to lead the prayer (c/o Emily Igcalinios of RMCES)
	For traffic of delegates assigned on the bleachers <i>(Wear district polo shirt)</i> Daisy Banzon-Leader (Davao Oriental) Jane Mei Padillo (Mati City) Boots Liwayway Relampago (Comval) Cherilyn Montefalcon (Davao del Norte) Janice Joy Lapaz (Tagum City) Bricia Pacara (Panabo City) Joy Fondevilla (IGACOS)	1. Posts labels in assigned area at the coliseum for every delegation (center, bleachers, and banner hanging) 2. Faciliates traffic on entrance of delegates at the coliseum, both for those assigned to occupy the center and the bleachers 3. Guides the delegates to their assigned area 4. Assigns seats for Journalism EPS and division guests	October 31- labels must be ready and be posted on November 13	Thirty delegates per division (or according to the capacity) will sit at the center. The committee will wear division/district uniform to be easily recognized.

Committee	Committee In-Charge	TASKS	Timeline	Remarks
Cont.: Opening Program	Martiallou Organiza (Davao City) Ruby Paderanga (Davao del Sur) Omaira Grande (Davao Occidental) Sittie Aine Guinolong (Digos City)			
	<i>For traffic of delegates assigned at the center and for Hanging of Banner (Wear TWG/SPA polo shirt)</i> Fe Jumalin-Leader (Entrance Gate) Irene Quizon (Stairs) Rowena Bancale (Davao Oriental , Tagum City and IGACOS) Stella Recla (Marti City , Panabo City and Davao City) Merla Silva (Cornval, Davao del Sur and Davao Occidental) Lady Kristine Diamante (Davao del Norte and Digos City)	1. Prepares the knot for the banner hanging 2. Assists guests/delegates to the presidential table/to their assigned area at the center 3. Assists the individual Division Journalism Coordinator in banner hanging		
	B) STAGE DECORATION, HALL PREPARATION, LIGHT SETTING and LABEL FOR BANNER HOISTING (Opening Program at the Coliseum) Chairperson: Gemma Salanga Co-Chairperson: Melvin Sabio Members: Francisco Cabrillos TLE Department Teachers C) Presidential Table Chairperson: John Millan Co-Chairperson: Brian Matugas	1. Plans for the decoration and prepares the stage for the Opening Program 2. Coordinates with Mr. Endrina for the materials/funding, and finalization of decoration 3. Ensures the proper arrangement of chairs 4. Ensures that the stage is installed with the "special light" borrowed through Ms. Niones 1. Prepares the Presidential Table (skirting, flower)		The budget for the stage decoration will be taken from the region (P5,000.00)

Committee	Committee In-Charge	TASKS	Timeline	Remarks
	D) Snacks Chairperson: Mary Glor Tabanao Members Edwin Garcia-Leader Jennifer Barsalote Marife Bohol Maricel Pantil	1. Buys snacks for the Regional and Division guests 2.Distributes snacks (Budget is taken from Division Organization for 70 pax; siopao, water, and canned juice)		
	E) WELCOME DINNER Chairperson: Sollie B. Oliver Co-Chairperson: Mary Glor Tabanao Members: Rhoda Perales Rochel Salvaña Sarna Maung	1. Coordinates with the caterer for the setting of the diner's table, with flowers 2. Usher guests for the Welcome Dinner 3.Prepare short program for the welcome dinner		
USHERRETES and LEI PREPARATION Mary Liezel Jumawan 0912 269 5233	Chairperson: Analiza Almazan (<i>Oriental, Matti</i>) Co-Chairperson: Gemma Salanga Members: Marilyn Galo (<i>Comval, Del Norte</i>) Arianne Kristal Catubig (<i>Tagum, Panabo</i>) Mary Liezel Jumawan (<i>IGACOS and Davao City</i>) Lalaine Young (<i>Davao del Sur, Davao Occidental</i>) Jayson Abellon (<i>Digos City</i>) <i>(Wear formal wear)</i>	1. Prepares lei for guests and DepEd Officials 2. Dons leis to the guests and DeEd Officials 2.Escorts guests and DeEd Officials to the presidential table 4. Distributes medals and certificates during the awarding ceremony	October 31 All leis must be ready	Provide 10 leis per division SDS ASDS 2 Chiefs 2 EPS in Journalism 4 Division Personnel

Committee	Committee In-Charge	TASKS	Timeline	Remark
PRODUCTION and INTERMISSION NUMBERS (Opening Program) Sunny Pajo 0947 819 9585	Chairperson: Eppie Grace Presto Co-Chairpersons: Dr. Kurt Anthony Diaz & John Baptist Presto Members: Sunny Pajo John Roy Palima Jestony Ampoon	1. Monitors/ensures the conduct of dance practice 3. Facilitates group rehearsal during general rehearsal at the coliseum on November 13 2. Facilitates the group on show of production number during the opening program		1 opening salvo 1 dance 1 song
CONTEST VENUE PREPARATION Sunny Pajo 0947 819 9585 Leda Huerbana 0999 375 8076	A. Cor Jesu College Chairperson: Dr. Kurt Anthony Diaz Members: Leda B. Huerbana Larrah Mae Asor Sunny Pajo Joseph Nilo Mary Grace Dequina Sheryll Mae Surtida Rely Joy Andol Ana Landero Almira Aratan	1.Prepare the contest venue 2.Put label in every classroom to be used as contest room for identification 3.Put signage to guide the Campus Journalists to the contest room 4. Post vicinity map of the school 5. Prepares rooms for Secretariat and Food Hall for TWG 5. Prepares Holding Area	October 31- Labels for contest room must be ready November 15 Labels for contest room must be posted already	
Basilia G. Flores 0920 295 1970 Fe Jumalin 0930 813 0871	B. Digos City National High School (Radio Broadcasting, Photojournalism and Sports Writing) Chairperson: Maria Basilia Flores Members: English Department Teachers Fe Jumalin	1.Prepare the contest venue 2.Put label in every classroom to be used as contest room for identification 3.Put signage to guide the Campus Journalists to the contest room 4. Post vicinity map of the school 5. Labels the memory card of the photojournalists	October 31 Tarpaulin must be ready November 14 Tarpaulin must have been	

Committee	Committee In-Charge	TASKS	Timeline	Remark
	Rosela Angelo Lady Kristine Diamante Edwin Garcia Ramon Gravino Gina Fe Nazareno	6. Prepares the contest form of the campus journalists 7. Prepares the Holding Area 8. Assigns in-charge for labeling of SD card of the photojournalists and registration committee	tacked and the gym must have been decorated already.	
PROGRAM, CERTIFICATE for TWG, PLACARD, AND LABELS FOR CONTEST VENUES AND AREA IN COLISEUM Lorelie Gorgonio 09487608685	Chairperson: Luzminda Jasmin Members: Mylene Robiños Lorelie Gorgonio Jade Irish Dabalos Niño Dabalos Larrah Mae Asor Mei Ann Elvenia Josephine Lopez Rhea Lyn Cabalse Jeanette Miralles	1.Preparees the Program and Invitation for the Opening program and certificate of TWG 2.Makes layout for the program and certificate 3. Prints the program and the certificate 4. Designs layout for tarpaulin for placards per division, labels for the center area of coliseum and bleachers, contest venue, and area for hanging of banner 5. Distributes the tarpaulin and labels to committee in-charge	October 31 Programs and Certificate must be printed	Ask Regional Focal Person for the printing of the RSPC Program
CONTEST MATERIALS	Chairperson: Phelma O. Camacho Co-Chairperson: Ida Juezan Members: Lyn Vincent Balatero Inda Nacua Cherrie Anne Bohol Zandria Sy Aimee Amor Porto	1.Coordinates with the Regional Focal person in Journalism for the contest materials 2.Preparees the sheets, form, writing material, and envelopes for every event 3. Distributes the contest materials to the proctor 4. Collects contest materials from the proctors	October 31 - Writing sheets must be ready. November 5 - Contest materials are ready.	

Committee	Committee In-Charge	TASKS	Timeline	Remark
CERTIFICATES	Chairperson: Mary Jane Mejorada Co-Chairperson: Ronilyn Nieves Members: Maria Edith Ibañez Leo Achilles Cabural Niño Dabalos	1. Prepares and prints the Certificate of Recognition for the winning Campus Journalists and School Paper Advisers 2. Prepares and prints the Certificate of Appearance and Participation 3. Ensures that every division has exact number of CA 4. Distributes the printed certificates to: CA and Participation-Registration Committee Certificate of Recognition-Awards Committee	October 31 - The certificates must be ready.	Tasks are done during the production of Certificates.
MEDALS, TROPHIES, and AWARDING Delilah Solon 0908 548 5384 Desale Grace Parantar 0995 832 4737 Donna Marie Adona 0945 793 6112 Pearl Dyne Neñaria 0943 069 7981	Chairperson: Mary Jane Mejorada Co-Chairperson: Eppie Grace Presto Members: Phelma Camacho Aurora Lagrama Catherine Maghanoy Delilah Solon Desale Grace Parantar Donna Marie Adona Pearl Dyne Neñaria Lhieny Nonette Merca	1. Prepares the medals and certificates for every event 2. Labels medals and trophies 3. Assists in Awarding Ceremony 4. Receives Certificate of Recognition for winners from Certificate Committee, and segregates the certificates per event for the awarding	November 16 The medals and certificates must be ready.	

Committee	Committee In-Charge	TASKS	Timeline	Remark
TABULATION	<u>Elementary:</u> Chairperson: Jecson Oafallas Members: Mylene Robiños Patrick Peroseros <u>Secondary:</u> Chairperson: Neil Edward Diaz Members: Mary Ann Acosta Michael Pesados	1. Encodes results per event 2. Produces final copy of Results		
INVITATION	Chairperson: Manuel Vallejo Co-Chairperson: Imelda Cardines Member: Juvy Comaingking	1. Prepares and sends invitation and programs to guests	October 31 - Invitation letter must have been sent already.	
FOOD COMMITTEE (Contest Proper) Rolit Grace Vibas 0918 672 2827 Jessa Marie Talingting 0946 599 4699	Chairperson: Mary Glor Tabanao Members: <i>For Cor Jesu College</i> Rolit Grace Vibas Jessa Marie Talingting Joanna Luz Andales Mon Brian Rodriguez Lalaine Young <i>For DICNHS</i> Tita Dela Peña Janet Bangaan	1. Distributes snacks to proctors and judges during contest 2. Coordinates with the Regional Focal Person in Journalism for the budget 2. Prepares pack lunch for proctors in DICNHS 3. Contacts Regional Focal Person for the catering 4. Provide snacks to GSP and BSP who guide the Campus Journalists	November 16	Have a separate food catering for meals and snacks of contest proctors and TWG on November 16 Budget will be taken from the Region.

Committee	Committee In-Charge	TASKS	Timeline	Remark
CONCURRENT SESSION Leliani Señeres 0930 335 9202	Chairperson: Harley Aglosolos Co-Chairperson: Leliani Señeres Members: NTOT Trainers Minerva Ibasco	1.Prepare classrooms for concurrent session 2.Prepare certificate of the participants 3.Prepare Attendance Sheet 4.Conducts Concurrent Sessions 5.Post labels in classroom for concurrent sessions	October 31	All topics in the NTOT will be delivered. Coordinate with Regional Focal Person in Journalism The venue for concurrent session is Cor Jesu College.
SEARCH FOR OUTSTANDING SPA/CI and AWARDING OF WINNERS	Chairperson: Jerry Ben Sasam Co-Chairperson: Minerva Ibasco RAESPA Officers RSSPAA Officers	1.Prepare the criteria for judging for the search 2.Prepare the venue for the interview 3.Prepare the profile of the nominees 4.Facilitates and prepares the venue for Awarding Ceremony	November 9	All Division must submit nominees. The venue for Awarding of Outstanding School Paper Advisers and Campus Journalists is Cor Jesu College gymnasium.
HOLDING AREA Edwin Garcia 0946 241 3620	For Cor Jesu College Chairperson: Valeriano Delos Reyes Co-Chairperson: Ignacia Trondillo Edwin Garcia Members: For November 16 AM Mari Mei Medina Mary Jane Pesquera	1. Prepare the holding area 2. Manages the Girl Scouts in guiding the Campus Journalists 3. Identifies the Girl Scouts and the teacher of the GSP to tap 4. Post the schedule of the contest in the holding area	November 15	

Committee	Committee In-Charge	TASKS	Timeline	Remark
	For November 16 PM Mary Amor Alejado Weena Vergara For DICNHS English Department Teachers	1. Identifies the holding area 2. Post the schedule of the contest in the holding area 3. Identifies GSP in guiding the Campus Journalists to the contest venue		
STAGE DECORATION (Closing Program at Cor Jesu College gymnasium) Sunny Pajo 0947 819 9585	Chairperson: Sunny Pajo Members: Almira Aratan Joseph Nilo Mary Grace Dequina Sheryll Mae Surtida Rely Joy Andol Rosela Angelo Marco Jumawan Belinda Maurin Genevieve Llamo	1. Prepares the stage for the Closing Program 2. Prepares the tarpaulin for the stage decoration 3. Ensures the proper arrangement of chairs 4. Provides boxes for winners on the stage (c/olielzel Jumawan) 5. Prepares tables for the medals, certificates, and trophies	October 31 Tarpaulin must be ready. November 14 Tarpaulin must have been tacked and the gym must have been decorated already	

Committee	Committee In-Charge	TASKS	Timeline	Remark
SPORTS LIVE COVERAGE Ian Augustus Jumalin Marvin Biscocho 0950 275 2096	Chairperson: Epie Grace Presto Members: Ian Augustus Jumalin Jeriel Caminade Marvin Biscocho Veronica Boqueda Sinamar Cañonero	1.Sets the venue for live sports coverage 2.Chooses athletes for the game 3.Preparees snacks for the athletes in coordination with the food committee 4. Facilitates the conduct of the game		
RADIO BROADCASTING Fe Jumalin 0930 813 0871	Chairperson: Ida Juezan Members: Zandria Sy Cherrie Anne Bohol Lorelie Deiparine Inda Nacua Aimee Amor Porto Raquel Cedeño	1.Ensures that the venue has enough outlets 2.Preparees 7 microphones 3. Assigns time keeper and flag bearer 4.Ensures there is enough tables and chairs for every team 5. Ensures that extension wires are safe		Determine the in-charge during the meeting
PARADE	Chirperson: Mr. Neil Bongcayao (09187388771) Members: Mr. Allen Malahay Mr. Juvy Salise Mr. Aldin Barsalote Mr. Peter Paul Deiparine Mr. Rogan Adanza Mr. Eftren Durano Mr. Arden Gampong	-Plans parade route. -Taps Boy scouts to assist the participants. -Orients boy scouts on parade route, with placards -Coordinates with TMC and Barangay CVO. -Preparees flaglets for demarcation -Arrange the participants according to parade order. -	-October 22 – November 15, 2018	

Committee	Committee In-Charge	TASKS	Timeline	Remark
		-Ensures order of the parade. -Secures placard for different delegation (c/o Mr. Durano). -Coordinates with Tarpaulin Printing Committee for placard tarpaulin production.		
WAYS AND MEANS	Chairperson: Mrs. Imelda Cardines (09982882369) Members: Mrs. Zenaida Guya Mr. Joy Fortun Mr. Jason Senarillos Mrs. Mylene Samonte	-Establishes partnership with stakeholders for support. -Sources out resource for RSPC activities. -Taps potential sponsor.	October 8 - November 18, 2018	
	Chairperson: Mr. Vicente Laburada (09202744381) Members: Mr. Joel Cartajena Mr. Eugene Sayson Mr. Wilson Catingub	-Coordinates with the PNP/AFP and TMC to ensure security of the participants during Parade and Opening Program. -Ensures visibility of Policeman in RSPC contest venues, photojournalism location and live sports coverage, and billeting quarters for security of participants and their belongings.	October 22 - November 19, 2018	
SECURITY				

Committee	Committee In-Charge	TASKS	Timeline	Remark
TRANSPORTATION	Chairperson: Mr. Valeriano delos Reyes (09182087746) Members: Mr. Roger Manapol Mr. Geoffrey Andrade Mr. Dann Becanon Mr. Rowelem Rosima Mrs. Aimee Porto	-Ensures availability of transportation for mobility participants from/to the billeting quarters and contest venues by coordinating with TMC/LTO and local transport group. -Coordinates with TMC/Transport group on imposition of standard fare by tricycle drivers -Secures transportation of Photojournalism contestants.	October 22 – November 19, 2018	
HEALTH	Chairperson: Dr. Jasmin Asarak (09212531479) Members: Dr. Myracel Dalope Ms. Sela Dula Mrs. Hazel Escabillas Ms. Frances Millicent Durano Ms. Dhelmie Christine Peñas Mrs. Kristine Marie Bejarin Mrs. Ireene Dandoy Mr. Joel Gomito Mr. Reyzen Monserate	-Inspect the sanitation and cleanliness of billeting quarters, mess hall, kitchen, clinic etc. -Monitor health condition of the participants.	October 22 – November 19, 2018	

Committee	Committee In-Charge	TASKS	Timeline	Remark
BEDDINGS	Chairperson: Mr. Jun Ranollo (09988681542) Members: Mr. Guy Maraasim Mr. Renante	- Accounts the bedding available at the Division Office. -Establishes mechanism on Distribution and Retrieval of the bedding. -Distributes and retrieves the beddings.	October 22 – November 19, 2018	
SAFETY INSPECTION	Chairperson: Engr. Helen Franconas (09477287253) Members: Mr. Eleser Mateo Mr. Reyzen Monserate Miss Cecile Uy Mr. Elmer Ardiente	-Inspects the electrical wiring of all billeting quarters. -Ensures the venue to be hazard-free. -Coordinates with Bureau of Fire if necessary.	October 22 – November 19, 2018	
SNACK DURING OPENING PROGRAM (subject to the availability of funds)	Chairperson: Mrs. Raquel Cedeño Members: Mrs. Ignacia Trondillo Mrs. Basilia Flores Mr. Ramon Gravino, Jr Mrs. Revina Monil Miss Leah Eran Mrs. Gina Fe Nazareno Mr. Francisco Cabrillos, Jr.	-Purchases/distributes snacks for the PNP / AFP, TMC, Barangay Police, Band Members and other Working Committee Members during the Opening Ceremony.		