



Department of Education
Region X-Northern Mindanao
SCHOOLS DIVISION OF LANA O DEL NORTE



31 January 2025

DIVISION MEMORANDUM
No. 065 s. 2025

2025 Regional Festival of Talents (RFOT) and Regional Schools Press Conference (RSPC) Working Committees

To: Schools Division Superintendent
Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/Coordinating School Principals
RSPC AND RFOT Committee Working Members
All Others Concerned

1. In preparation for the hosting and conduct of the 2025 Regional Festival of Talents (RFOT) and the Regional Schools Press Conference (RSPC), this Office creates the Working Committees to ensure smooth, effective, and efficient implementation of all activities.
2. All committee chairpersons and members shall have an orientation and tasking on February 3, 2025, 1:00 PM at Baroy Central Elementary School, Poblacion, Baroy, Lanao del Norte.
3. Attached is the list of the 2025 RFOT and RPC Working Committees.
4. This Memorandum serves as Authority to Travel.
5. Immediate dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC EdD, CESO V
Schools Division Superintendent



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: (063) 227-6150
<https://depedldn.com>
lanao.norte@deped.gov.ph

COMMITTEE	Functions	CHAIRMAN
Management Committee	<ul style="list-style-type: none"> · Oversees the conduct of the activity. · Takes charge in the overall conduct of the activity. · Coordinates with the DO and Committee Chairs · Conducts orientation and meeting with the RTWG/DTWG members · Ensures submission of report to the RO · Provide assistance in ensuring the smooth flow of all contest and programs · Provides technical advice to the RTWG/DTWG members · Joins debriefing conducted by RTWG 	<p>EDWIN R. MARIBUOC EdD, CESO V Schools Division Superintendent</p> <p>JAVVY VEGAFRIA PhD, CESE Assistant Schools Division Superintendent</p> <p>MARIA EVA S. EDON, PhD Chief CID</p> <p>MA. CARMELA T. ABLIN, EdD Chief, SGOD</p>
Talent and Performance (Opening, Governor's Night, Welcome Party, Awarding Ceremony)	<ul style="list-style-type: none"> · Develop a comprehensive performance schedule that highlights a diverse range of talent and maintains audience engagement. · Oversee performers on the day of the event, ensuring they are informed about the schedule and ready for their performances. · Evaluate the talent and presentation aspects of the event after its conclusion, gathering feedback from participants and attendees. · Provide recommendations for improving talent management and presentation organization for future events. · Collaborate with other committees to integrate performances seamlessly into the overall event program. · Organize rehearsal schedules for all performers, ensuring they have adequate time to prepare and practice. · Coordinate with the Physical Arrangement and Sound System Coordinator to arrange rehearsal times for sound checks and staging. 	<p>Dr. Robin L. Tabar EPS-MAPEH</p> <p>Janrey C. Compacion, Dan Michael C. Jagat, John Michael E. Rateria, Joe Ben G. Montesciaros, Clariza Mae L. Ugay, Gee Van Troy S. Ensendencia, Belen E. Generalao, Lady Lyn C. Remocaldo, Darwin Y. Bawa-an, Charly Anne L. Montebon, Del G. Cagang</p>
Production Team	<ul style="list-style-type: none"> · Develop a comprehensive production schedule that outlines timelines for setup, rehearsals, and performances. · Coordinate with other committees (e.g., Talent, Physical Arrangements, and Sound) to ensure alignment and efficiency. · Manage the logistics of all production elements, including staging, lighting, sound, and visual effects. · Oversee the setup and teardown of production equipment and ensure that all items are handled safely and efficiently. · Ensure that all technical aspects of the production (lighting, sound, video) are in place and functioning correctly. · Conduct regular checks of equipment to prevent issues during performances. · Coordinates with the talent and performance team. · Schedule and oversee rehearsals, ensuring that all performers have adequate time to practice with the production team. · Provide guidance and support during rehearsals to refine performances and address any technical issues. · Facilitates during all events to supervise the production team and manage the execution of the program. · Ensure smooth transitions between acts and handle any unexpected challenges or changes. · Provide updates and instructions to the production team throughout the events. 	<p>Rotsen V. Escorial- Chairman</p> <p>Irish Escorial Wilson Begornia Jay Caballero Nikko Julius Piedad Aljon Bryan Bonostro Mary Ann Nunez Cherry Mae Anasco Dindo Daring Pink Taperia Jullyven Dala Venice Carmel Montesciaros Newlove Econg Gay Venus Tongco Wilma Bendoy Kirby Ross Torres</p>

Registration and Attendance (RSPC/RFO7)	<ul style="list-style-type: none"> Registration venue per billeting area Distribution of Kits (ID with lace, pen, program, health kits: Note coord. With kits comm.) Expected time of delegation to arrive & depart Means of transportation to reach the venue. Ensures the smooth and systematic enlistment of participants, advisers and guests Coordinates with the committees to ensure accuracy and completeness of kits, IDs and other relevant materials to be given during the registration Coordinates with the committees for the distribution of kits and IDs to the participants Coordinates with the committees to provide a complete and exact registered number of participants and their Info Sheets Coordinates with the Food and Refreshments Committee regarding the food preference of participants based on the registration form (e.g. halal, food allergies etc.) Ensures distribution of the Certificate of Appearance at the end of the entire activity 	<p>RFO7</p> <p>Carol R. Balwit Myles M. Sayre Ma. Fe C. Mesias Mary Grace B. Yap Elaïne R. Alesna Romelyn D. Venturas Grace A. Polbos Lorna V. Barazona Cristina C. Inao Myleen B. Diaz Brenda Gayanelo Casimira D. Dutig Celmar Magpili Christine Cabuenas Joylanc S. Pangasian Marilyn E. Tannala</p>	<p>RSPC</p> <p>Antoneta B. Epe Joy Camiguing Indira Abdul Maribeth A. Manabat Joy R. Bantiala Nive M. Villaflores Marvin Geralla Virgelin Barcuatro Joy A. Espanueva Elizabeth Escocia Cecilia T. Vios Roldan A. Mutia Eurosta Macapobre Jessica N. Horcada Bienvenido Ales Jr. Tarhata Mohammed Jhuhanna Maruhom Amin C. Marabong</p>
Accommodation for Delegates	<ul style="list-style-type: none"> Coordinates with the Division to come up with a list of pax per room and to identify the person in-charge per billeting quarter Negotiates the secure group bookings for delegates. Ensures accommodations meet the needs of delegates (e.g., accessibility, amenities). Coordinates with Medical Team Secures a copy of school billets with contact numbers and the division assigned. Serves as the primary point of contact for all accommodation-related inquiries from delegates. Monitors the accommodation of participants including the following: <ol style="list-style-type: none"> Welcome tarpaulin near the gate School signages Ratio of participants to room Water, light/electrical connection, beds, beddings, internet connection Peace and security in coordination with the Barangay/LGU. Provision of milo/coffee/biscuits/fruits Others deemed necessary coordinates with the billeting schools to ensure that all billeting quarters are sound, safe, adequate and convenient for all the participants 	<p>Joselito C. Epe- Chairman</p> <p>Ricardo S. Abalo- Co- Chairman</p> <p>PSDS/DIC</p>	
Accommodation for Guests, Judges, and Keynote Speaker (including their transportation, foods and snacks during actual judging and mobility)	<ul style="list-style-type: none"> Serves as the main point of contact for guests, judges, and the keynote speaker regarding accommodation-related inquiries. Provides detailed information about their accommodations, including check-in/check-out procedures, amenities, and transportation options. Coordinate with the Protocol Committee regarding the travel details of the expected guests. 	<p>Rowena E. Lontayao</p>	

Finance	<ul style="list-style-type: none"> · Facilitates downloaded funds from Region · Coordinates with other committee members to create a comprehensive budget for the events. · Coordinates the registration committee on the accomplished and signed registration and attendance sheet. · Provides assistance to the working committees on matters relating to budget. · Monitors all expenditures related to the events, ensuring they remain within the approved budget. · Keeps accurate and detailed records of all financial transactions and receipts. · Provides regular financial updates to the committee, including budget status and financial forecasts. · Prepares a final financial report summarizing income and expenses after the events. 	<p>Marie B. Vicoy- Chairman Jamila M. Arumpac Jasmin M. Marohom Hazel De Guzman Ellen De Guzman Haydee P. Eya Magnolia C. Duron</p>
Procurement (meals, hotels, kits and contest materials)	<ul style="list-style-type: none"> · Collaborates with other committees to identify and assess the materials, equipment, and services required for the activity. · Creates a comprehensive list of procurement needs, including quantities and specifications. · Coordinates with event chairman on the materials to be procured · Work closely with finance division for funding · Evaluates supplier proposals based on quality, price, and reliability and make recommendations to the committee. · Ensures that all agreements include clear terms regarding delivery, payment, and quality standards. · Place orders for all necessary items and ensure timely delivery before the activity. · Track orders and follow up with suppliers to address any delays or issues. · Conducts inspection of delivered items to ensure they meet specified quality standards. 	<p>Angelio D. Barazona- Chairman Ivy Mañonero Beverly Daloyon</p> <p>Ervin M. Planas- Chairman Audrey Fabionar</p>
Program, Invitation, Communication	<ul style="list-style-type: none"> · Coordinates with event chairman for the overall parts of the program to ensure an organized and well-executed program flow · Send invitation letters to guests, judges and other important personalities · Finalize and distribute copies of the RFOT/RSPC Program of activities · Coordinates with the event chairman on the preparation and reproduction of copies of program for the opening and closing/awarding ceremony. · Prepare directory of host schools, emergency hotlines, and house rules. · Coordinates with other committees (e.g. manpower, logistics etc.) regarding the schedule of events, meals and other program arrangements · Provide specs of the program to the procurement committee 	<p>Jane Charity Estrada- Chairman Rona Nacua Myles Sayre Vilma Mangubat Zyril Clam Anisa Sinal Grace Deloria</p>

Protocol Committee	<ul style="list-style-type: none"> · Prepare list of protocol officer for the following: <ol style="list-style-type: none"> 1. Regional Director 2. Assistant Regional Director 3. Regional Chiefs 4. Board of Judges 5. Keynote Speaker 6. SDS 7. ASDS 8. CID Chiefs 9. SGOD Chiefs 10. Regional Supervisors · Coordinates the officials on the information and details of the person mentioned above including: <ol style="list-style-type: none"> 1. Contact details 2. Food restrictions · Coordinate with the protocol officer for the following: <ol style="list-style-type: none"> 1. Separate vehicle (from port to hotel, venues, etc. 2. Food and accommodation 3. Lei and token 4. communication with the guests, etc. · Coordinates with the registration committee on the accomplished and signed registration committee · Consult RD for the assignment of protocol officers · Coordinates with the hotels to ensure that the needs of the RTWG, judges and VIPS concerning their stay are all properly communicated · Coordinate with the accommodation committee for the guest for the smooth accommodation of the guests. · Conducts orientation with the protocol officers 	Mary Arlene C. Carbonera, EDD
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Usherettes and Socials (Opening, Closing, Awarding, Socials)	Assign specific roles and responsibilities to usherettes, ensuring adequate coverage for each event segment. Collaborate with the events chairman to ensure that venues are set up for all events, including seating arrangements and signage. Ensure that usherettes are familiar with the layout and logistics of the venues. Oversees the welcoming of guests and participants at all events ensuring a warm and professional reception. Provides information and assistance to attendees regarding seating, schedules, and event details. Serve as a point of contact for usherettes, addressing any questions or concerns that arise during events. Communicate important event updates and instructions to usherettes and attendees. Coordinates with the committee of the host division. Usher VIPs during the ceremonies (opening, closing, awarding) Distribute programs to guests and visitors	<div> <div> RFOT/RSPC Overall Lorraine C. Olivades-Edrea Marlie B. Vicoy </div> <div> Opening Program Gladys N. Villacorta Carlos C. Solcia Alvin Perez, Kauswagan CES Bashier S. Amen, Baloi NHS Nicko J. Gran, P. Mequibas NHS Glyza Mae Libot, Bin-De NHS Jessier N. Rolos, Balagatsa ES Ireneo G. Rondrique, Taguitic IS Jockey A. Collado, MMabanta NHS Niezle J. Tomimbang, Kahayag IS Geraldine Virtudazo, Felisa Santos ES Chitty Marie T. Isubal, Liangan NHS Dairie P. Mejos, Bacolod CIS Jhunrthen Mae B. Tagaylo, Jose Balazo ES </div> </div> <div> <div> Awarding - RFOT Gladys N. Villacorta Carlos C. Solcia Jhunrthen Mae B. Tagaylo, Jose Balazo ES Kenneth E. Lachica, Malingao CES </div> <div> Awarding - RSPC Elementary Alvin Perez Soledad Cabardo Hannah Ania L. Pido, Pigcarangan IS Rowena M. Ranos, AAQNHS Mark Anthony D. Sasa, AAQNHS Sheena Q. Ardton, Tubod CES Irish S. Escorial, Kapatagan NHS Irene Christina Pangan, Datu Bibt Dalg ES Marc Will Villacora, Tubod CES Irene Grace Medillo, Teofilo Morales ES Daisy Pearl S. Buca, Tubod CES Ken Lugatiman, G. Cabrera NHS Gaius Ulrick G. Subang, Lala NHS Jonard B. Nicodemus, FV Bond ES Carol Jean Pactol, Pigcarangan IS </div> </div> <div> <div> Governor's Night Rosalyn C. Casagan Somair C. Oden, Piraka ES Soledad Cabardo, Maigo CES Jestoni G. Jueves, ABNHS Hannah Ania L. Pido, Pigcarangan IS Rowena M. Ranos, AAQNHS Mark Anthony D. Sasa, AAQNHS Sheena Q. Ardton, Tubod CES Irish S. Escorial, Kapatagan NHS Irene Christina Pangan, Datu Bibt Dalg ES Marc Will Villacora, Tubod CES Irene Grace Medillo, Teofilo Morales ES Daisy Pearl S. Buca, Tubod CES Ken Lugatiman, G. Cabrera NHS Gaius Ulrick G. Subang, Lala NHS Jonard B. Nicodemus, FV Bond ES Carol Jean Pactol, Pigcarangan IS </div> <div> Awarding - RSPC Secondary Rosalyn C. Casagan Somair C. Oden Bashier S. Amen, Baloi NHS Nicko J. Gran, P. Mequibas NHS Glyza Mae Libot, Bin-De NHS Jessier N. Rolos, Balagatsa ES Ireneo G. Rondrique, Taguitic IS Marize G. Rondillas, Pigcarangan IS Jockey A. Collado, MMabanta NHS Niezle J. Tomimbang, Kahayag IS Geraldine Virtudazo, Felisa Santos ES Chitty Marie T. Isubal, Liangan NHS Dairie P. Mejos, Bacolod CIS </div> </div>
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Health and Safety	<ul style="list-style-type: none"> · Secures list of delegates per billeting quarter from the host schools for monitoring purposes. · Ensures compliance with local health and safety regulations and guidelines · Stays updated on relevant laws and policies affecting event safety. · Create an emergency response plan, including procedures for medical emergencies, evacuations, and natural disasters. · Coordinates with local emergency services and ensure all team members are aware of emergency protocols. · Serve as the main point of contact for health and safety concerns during the events. · Coordinates with the PNP and BPAT for the safety of billeting schools. · Coordinates with LGU MDRMS to identify and address any safety issues promptly. 	<p>Fatima P. Asum- Chairman Northattah C. Daud- Co- Chairman</p>
Physical Arrangement/Sound System	<ul style="list-style-type: none"> · Collaborates with the committee to design the layout for all event venues, including seating arrangements, stages, and registration areas. · Ensures that the layout facilitates smooth flow and accessibility for all attendees. · Assesses the audio needs for all events, including microphones, speakers, mixers, and any other sound equipment. · Work with sound technicians to ensure that all sound equipment is properly set up, tested, and functioning before the events · Oversees the installation and configuration of sound systems, ensuring optimal audio quality for performances and presentations. · Conduct sound checks with presenters and performers to address any audio issues prior to the events. · Oversees the physical arrangement of all venues (opening, closing, awarding and billeting quarters) · Assign a place for entrepreneurs who may like to display their products. This should not be inside the school vicinity. · 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 	<p>Norberto Frias, members Elvir Gonesto, Jimmy Villanosa</p>
Decoration/Stage Backdrop	<ul style="list-style-type: none"> · Collaborates with the committee to develop a cohesive theme and design concept for the events. · Creates visual design plans for stage backdrops, decorations, and overall venue aesthetics. · Oversees the installation of decorations and stage backdrops before the events, ensuring all elements are properly positioned and secured. · closely with the Physical Arrangement and Sound System Coordinator to ensure that decorations and stage elements complement the venue layout and technical setup. · Communicate with the Program Coordinator to align decorations with the flow of the event schedule. 	<p>Sindao D. Asis- Chairman Mamiliawan Call- Co Chairman Orlando T. Bagstican Jr.</p>

<p>FOOD AND CATERING</p>	<ul style="list-style-type: none"> · Prepare list of potential caterer and menu · Coordinates house rules for food distribution and setting up of mess hall · Coordinates with the committee of the host division for the food of judges and guests · Monitors 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 · coordinate with procurement committee on the daily set of menu to be served · Oversee the daily serving of food to the billeting quarters · Prepare meals and refreshments for the VIPs 	<p>Amelita S. Dagol, Edd</p>	<p>Mamiliawan S. Cali</p> <p>Jasmiah Sadang Maisara Tomarompog Fatimah Pascan Jamilia Dato Mufidah Managandingan Hosain Usman Muridah Mangandingan Jahara Usman Nasrима Mapandi Wilma Daud</p>
<p>Documents and Records, Photography and Video Production</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 and budget utilization for submission to the Regional Office. · Ensure that all important documents are easily accessible to committee members and stored securely. · Compile a comprehensive report summarizing the event's outcomes, including feedback and evaluations for future reference. · Oversee video recording of performances, presentations, and key speeches for archival and promotional purposes. · Coordinate with videographers to ensure proper setup of equipment and coverage of all activities. 	<p>Chair: Dennis B. Dezano, Edd Co-Chair: Carol R. Balwit</p> <p>Members: Josephine C. Ignacio, Jocelyn R. Camiguang, Antonietta B. Epe, Ardeih Hajan - LNHS, Jay Caballero - KNHS, Sharon May Nietes, Ophelia Blanche Allere - LNNCHS, Lur Daves Saripada - SNDMIS, Jason Bernardo, Domingo Field Nietes, Rhonette Daisson, Cliff Sharing, Edward Tarc, Junjie Monera, Jabar Mamocara, Grace Galon, Jamal Andor, Daisson Anthony Monter, Karen S. Robles, Adilyn E. Torres, Jenny B. Rabago, Mylinda Allison, Pretzie Penas, Thelma Aragon, Frecci P. Buhisan, Junrey Dalbon</p>	
<p>Newsletter and Publication</p>	<ul style="list-style-type: none"> · Work with the officers of the DSPAA for the production of newsletter and social media publication · Get staff from journalists of schools. This will be a good training ground for them · Produced at least two publication · Design and produce regular newsletters leading up to the event, providing updates on schedules, featured talents, and important announcements. · Ensure that newsletters are visually appealing and aligned with the event's branding. 	<p>Monisa Maba Rosebelyn Oriso Hediera Undac Cresanta Plazos Mark Anthony Rodriguez David Paul Tomboc Angelo Basmayor Jeany Rabago Noralia Montaner Apidia Dancogan</p>	<p>Jane Charity Estrada Muhiden Pido Glyza Mae Libot Kristel Soriano Ann Soliano Janice Pintac Milagros Saclausso Janima Radia Jade Soler</p>
<p>Contest Materials and Certificate of Recognition, Plaque, trophies (Printing of Certificates as soon as Winners have been identified</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) · Reproduce contest outputs in 3 sets in folder ready for judging · 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 · 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 	<p>Roisen V. Escorial Nisreen Tauday Michael Abellana James Oliver Deang Jenevieve Abellana Wilma Bendoy Maricel Caboverde</p>	<p>Jane Charity Estrada Ellen de Guzman Charibel Crisol Anisa Langi Somair Odin Alleli Faith Leyritana Myia Gellica Eugene Talo Hermelyn Cuesta</p>

Parade/ Entrance of the Delegates	<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. · Communicate to schools with Drum Corps to lead the Division during the parade · Communicate with LGU re permit for the parade · Communicate the PNP for the assistance. 	Superiano A. Maglaangt-Chairman Josecito C. Epe-Co-chairman Ralph S. Sayon
Tarpaulin	<ul style="list-style-type: none"> · Lay-out, design, print and mount the tarpaulin on the stage wall and post in strategic places · Others deemed necessary 	Carol R. Balwit Jaime Y. Yurong Redem Pararlas Junrey Dabon Socorro O. Pegalan
Grievance, Tabulation, Consolidation of Results and Preparation of Power Point Presentation of the Results for the Awarding	<ul style="list-style-type: none"> · Serve 24/7 in consolidation of results · Collect and consolidate the official and final results by event and by category. · Keep the consolidated results intact · Prepare power point presentation for the awarding ceremony, starting with 10th place, ending 1st place and all. · Others deemed necessary 	Lorraine C. Olavides-Edrea Audrey A. Fabionar Jestoni G. Jueves, A Bersales NHS Sonia N. Gumilao, Maigo NHS Marchu Licanda, Liangan NHS Gemvie Sayon, Kapatagan NHS
Awarding Ceremony and Tabulation of Score	Coordinate with the committee of the host division for the following: 1. Certificates of Appearance (for all) 2. Certificates of Participation (for all) 3. Certificates of Recognition (for winners and coaches) 4. 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	Rotsen V. Escorial Robin L. Tabar Jane Charity Estrada Monisa P. Maba Dennis B. Dozano
Contests Rooms and Venue	<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 and venues · Place labels to be mounted at the entrance of the contest rooms · Prepare signages to be carried by the scouts · Others deemed necessary 	Robin L. Tabar- Chairman Rotsen V. Escorial Angelito D. Barazona Marife B. Vicoy Jane Charity Estrada- Chairman Monisa P. Maba Dennis B. Dozano
Welcome Party and Mayor's Night	<ul style="list-style-type: none"> · Facilitate the activity by billeting school. · Organize entertainment options for the Welcome Party, such as live music, performances, or interactive activities. · Ensure that all performers are brief on the event schedule and have the necessary support. 	Josecito C. Epe- Chairman PSDS DIC
Peace and Order		Kristine J. Tymo
Governor's Night		Robin Tabar- Chairman Rotsen V. Escorial

Advertisement and Promotion		Myles M. Sayre - Chairperson Alma L. Calibo, Earl M. Tolero, James Oliver Deang, Edward Taruc, Shlegred Espinosa, Elline B. Cabrera, & Zenmar S. Cham
Transportation		
Q&A		Ivy Junawan
Contest Facilitators		Robin L. Taber
		Monisa P. Maba