



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

July 6, 2021

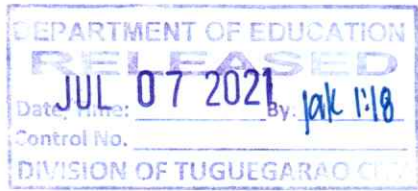
DIVISION MEMORANDUM

No. 142, s. 2021

PLANNING CONFERENCE FOR THE CONDUCT 2020-2021 ONLINE REGIONAL SCI-MATHLYMPICS

To: Assistant Schools Division Superintendent
CID Chief, SGOD Chief
All EPS and PSDS
All School Heads
Others Concerned

1. The Division of Tuguegarao City is the host division during the 2020-2021 Regional Sci-Mathlympics on July 27, 2021 per Regional Memorandum No. 122, s. 2021.
2. In connection to this, there shall be a planning conference on July 9, 2021 @ 1:30 PM via Google Meets to discuss details of the hosting.
3. Participants to this planning conference are the chairpersons and members of the Division Technical Working Group. See attached.
4. Immediate dissemination and compliance of this memorandum is desired.



[Signature]
REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent
[Signature]

Enclosure: as stated
Reference: RM 122, s. 2021
To be indicated in the Perpetual Index
Under the following subjects:

CONFERENCE CONTESTS MATHEMATICS EDUCATION
SCHOOLS SCIENCE EDUCATION

CID/esc/mqa



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net



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**TERM OF REFERENCE FOR THE CONDUCT OF THE 2021 ONLINE REGIONAL
SCI-MATHLYMPICS**

ROLES/ PERSONS-IN-CHARGE	• RESPONSIBILITIES
Management Committee REYNANTE Z. CALIGUIRAN, PhD, CESO VI Schools Division Superintendent MARITES LLANES, PhD, CESO VI Assistant Schools Division Superintendent ESTELA S. CABARO, PhD Chief CID GINA DURIAN, PhD Chief SGOD	<ul style="list-style-type: none">• oversees the conduct of the online activity• provides technical assistance• delivers greetings and messages• ensures strict compliance with the IATF protocols re-conduct of activities
General Instructions and Activities Chairperson: Myrna Adduru & Noli Abrigo Members: Mara Karla Macalan, Ernalyn Doca, Krysta Lynne Fuertes, Glenah Taguibao, Mary Rose Yap	<ul style="list-style-type: none">• Prepares social media link or page for announcements, infographics, general program of activities, help desks, and IATF protocols re-conduct of the 2021 Regional Sci-Mathlympics• Designates online and official live stream announcements or for special public address system, constant reminders on schedules and links• Designates official hosts to this official link• Prepares the program of activities and online announcements• Conducts simulations before the official event• Records and submits file copy of the events• Prepares online attendance sheets of participants either contestants, advisers, teachers, parents, and division delegation heads during the opening program
Programs (Opening and Closing Program)	<ul style="list-style-type: none">• Coordinates with the region to ensure an organized and well-executed program flow



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<p>Chairpersons: Myrna Q. Adduru, Noli Abrigo, Co-Chairpersons: Janette Dulin, Rosechelle Cauilan Members: Evangeline Palejo, Eduardo dela Rosa, Jeph Baculina, Jayson Babaran & Technical team, Rocky Banatao, Hosts: (Opening) – Jonalyn Callueng, Billy Siddayao (Closing) – Krisburt Delos Santos and Juvis Gem Acain</p>	<ul style="list-style-type: none"> • Prepares the complete package of the opening, closing and awarding ceremonies for the live streaming of the 2021 Regional Sci-Mathlympics • Creates Facebook Account for advertising the conduct of the 2021 Online Regional Sci-Mathlympics • Designates the hosts on various activities • Checks online arrivals of guests and acknowledges them • Invites keynote speaker and requests pre-recorded message • Consolidates messages and greetings of the dignitaries and all other canned videos relative to the different parts of the program. • Prepares pre-recorded intermission numbers • Prepares artistic presentation of delegations and formal declaration ceremony • Manages and creates the link for live streaming on opening, closing and awarding ceremonies • Reviews slides and parts of the program and host scripts before the airing (online meeting) • Records and submits file copy of the events to the regional office
<p>TECHNICAL TEAM Chairpersons: Rocky Banatao, Jayson Babaran Members: Peter Stephen Luyun, Celestino Macarubbo, Vincent Dammay, Maribeth Turaray, Christina Galman</p>	<ul style="list-style-type: none"> • Prepare teaser for the upcoming Regional Sci-Mathlympics • Prepare Prelude (to be shown while waiting for the start of the Opening Program) – to include highlight of activities done in the Division of Tuguegarao City for SY 2020-2021 during the pandemic. • Prepare the 2-3 min video presentation of our Division for the Presentation of Participants, showcasing Science & Math accomplishments in International, National & Regional level. • Prepare the slide presentations, AVP packages and intermission numbers that will be shown during the Opening & Closing Programs
<p>Evaluation and Documentation</p>	<ul style="list-style-type: none"> • Consolidates all online attendance sheets



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Chairperson: Josephine Gammad, Members: Vissia Asuncion, Marlo Melad Krysta Lynne Fuertes, Jay Loren Tabugay	<ul style="list-style-type: none">• Sends customer satisfaction surveys of official participants• Prepares accomplishment reports and submit to the SDO and RO
Contest Committee (Host' Role and Participation) Chairperson: Myrna Adduru & Noli Abrigo Members: Maria Loresa Tumanguil, Glenah Taguibao, Mara Karla Macalan, Enrique Garcia, Jhune Baggayan, Krisburt Delos Santos, Ernalyn Doca,	<ul style="list-style-type: none">• Coordinates with the region the announcement of schedules in the official link and its possible emergency announcements• Reports questions and queries posted in the live streaming of the participants• Ensures complete copy of the official contest links for the SciMath Quiz Bee(Elem and Secondary) and Science Skills Olympics(Elem)• Constant coordination with the hosts in the live stream for official announcements
Results/Awarding Committee Chairperson: Arnold Quizzagan Members: Marlo Melad, Richard Romero	<ul style="list-style-type: none">• Consolidates results• Submits results to Regional Focal person• Coordinates with the Program Committee/Technical Team for the preparation of the slide presentation for the awarding



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