



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

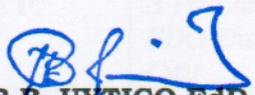
SEP 11 2025

REGIONAL MEMORANDUM
 No. 362, s. 2025

**WORKING COMMITTEE FOR THE ACADEMIC RECOVERY AND ACCESSIBLE
 LEARNING (ARAL) PROGRAM LAUNCH**

To: Assistant Regional Director
 Schools Division Superintendent of Dumaguete City
 Chiefs of the RO Functional Divisions
 All Others Concerned

1. Relative to Regional Memorandum No. 352, s. 2025 titled Academic Recovery and Accessible Learning (ARAL) Program Launch on September 13, 2025 at City Central Elementary School, Dumaguete City, this Office releases the attached list of Working Committee Members and their Terms of Reference.
2. The working committees are designated to ensure the smooth conduct and successful implementation of the said event.
3. A coordination meeting with all committee chairpersons and co-chairpersons shall be held on September 10, 2025, 2:00 p.m., at the DepEd NIR CLMD Office.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
 Regional Director

Encl.: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

CURRICULUM

CAMPAIGN

CELEBRATIONS

MMPR/CLMD-RM- Working Committee for ARAL Launch
 008/Sept 9, 2025



Address: Batinguel, Dumaguete City, 6200
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Enclosure No. 1 to RM No. _____, s. 2025

Academic Recovery and Accessible Learning (ARAL) Program Launch
Working Committee

Date: September 13, 2025

Venue: City Central Elementary School

| Program Management Team | |
|--------------------------------|---|
| Consultants | Dr. Ramir B. Uytico, CESO III Regional Director Anthony H. Liobet JD, CESO V OIC Assistant Regional Director |
| Host Division Heads | Dr. Ian Cabio SDS, SDO Dumaguete City Dr. Judith Mapue ASDS, SDO Dumaguete City |
| Overall Coordinator | G.L. John C. Haro OIC Chief Education Supervisor |

| Working Committee | Chairperson | Co-Chairperson | Members |
|--|--------------------------|-----------------------|--|
| Registration & Secretariat | Melvin M. Niñal | Ma. Melanie P. Romero | 3 Personnel from SDO Dumaguete City |
| Program & Presentations | Noel E. Santillan | Jose Ernie M. Buelos | Rosenie Sarana Ruel Torres Chinky Paculanang JL Gomera |
| Technical, ICT, & Documentation | Nathaniel E. Lajot Jr. | Rodolfo D. Apenas Jr. | Kim Faburada Jefferson Uy |
| Venue, Accommodation, & Physical Arrangement | Jose Leonardo L. Degillo | Nonito T. Guanzon | Alden Rabina Noel Bayno Joesan Ramos Sarah Jane Barrera Mira Albina Dr. Vendiola Josua Quinquito |



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| | | | |
|--|--------------------------------|---------------------------|--|
| | | | Caludio Sun |
| Food | Sol Grace O. Timola | Katherine Y. Sedillo | Victoria Maquiling Sofia Tundag |
| Ushering, Protocol, & Guest Assistance | Serafin G. Fariñas | Mayleen Joy V. Fariñas | <i>3 Personnel from SDO Dumaguete City</i> |
| Health & Safety | Ma. Lira Cynthia B. Quejada | Mark Jason S. Mendoza | <i>1 Personnel from SDO Dumaguete City</i> |
| Finance | Gauvin T. Absin | Manuel Sayson Jr. | |

- Provide the list of items and participants.
- Facilitate the distribution of A&S cards.
- Inform and prepare those with parts in the program.
- Conduct a dry run rehearsal.
- Check the script of the program host and those with speaking parts in the program.
- Check all the special numbers (dance, oration, storytelling, etc.).
- Ensure that all program materials are ready.
- Check the availability of the learning resources to be used.
- Prepare the commitment ritual (for the commitment board).
- Layout the backdrop and other essential graphics.
- Layout and facilitate the printing of the subject tarpaulins.
- Ensure that all videos and graphics needed for the program are ready.
- Prepare the materials to be used.
- Coordinate with the program director as to the ins and outs of the videos, audios, and graphics.
- Layout the commitment board.
- Document the activity (photo & video).
- Prepare the program venue.
- Decorate the stage.
- Prepare the commitment board.
- Allocate a space for the literacy-minority booths of school SDOs.
- Oversee the arrangement and decoration of the booths.



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Enclosure No. 2 to RM No. _____, s. 2025

Terms of Reference

| Committee | Terms of Reference |
|--|---|
| Registration & Secretariat | <ul style="list-style-type: none">• Prepare the printed programs.• Prepare the certificates of participation and appearance.• Prepare the registration forms and attendance sheets.• Prepare and send the necessary letters/communications.• Monitor and follow-up the procurement for the food, venue, accommodation, and shirts.• Provide the list of guests and participants.• Facilitate the distribution of ARAL shirts. |
| Program & Presentations | <ul style="list-style-type: none">• Inform and prepare those with parts in the program.• Conduct a dry run/rehearsal.• Check the script of the program host and those with speaking parts in the program.• Check all the special numbers (dance drama, storytelling, etc.).• Ensure that all program materials are ready.• Check the availability of the learning resources to be turned over.• Prepare the commitment ritual (for the commitment board). |
| Technical, ICT, & Documentation | <ul style="list-style-type: none">• Layout the backdrop and other essential graphics.• Layout and facilitate the printing of the welcome tarpaulins.• Ensure that all videos and graphics needed for the program are ready.• Prepare the sounds to be used.• Coordinate with the program director as to the ins and outs of the videos, audios, and graphics.• Layout the commitment board.• Document the activity (photo & video). |
| Venue, Accommodation, & Physical Arrangement | <ul style="list-style-type: none">• Prepare the program venue.• Decorate the stage.• Prepare the commitment board.• Allocate a space for the literacy-numeracy booths of select SDOs.• Oversee the arrangement and decoration of the booths. |



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| Food | <ul style="list-style-type: none">• Coordinate with the procurement in-charge as to the provision of food during the activity.• Ensure the readiness of the food during the program proper.• Set-up the buffet table and dining area for the VIPs.• Distribute the food during the program.• Attend to other food-related concerns. |
| Ushering, Protocol, & Guest Assistance | <ul style="list-style-type: none">• Manage guest welcoming and seating arrangements.• Ensure VIP escorting, and protocol adherence. |
| Health & Safety | <ul style="list-style-type: none">• Provide a health and first-aid station during the activity.• Coordinate the first aid, health protocols, and emergency response.• Ensure safety compliance. |
| Finance | <ul style="list-style-type: none">• Prepares budget.• Manages disbursement.• Liquidates expenses. |



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