



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
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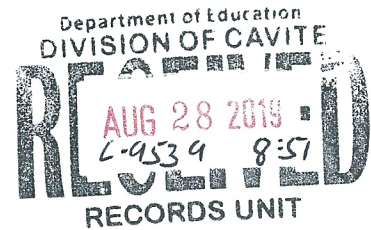


TO : SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
ALL OTHERS CONCERNED

FROM : *Carlito D. Rocafort*
CARLITO D. ROCAFORT
Director III
Officer-in-Charge
Office of the Regional Director

SUBJECT : FINAL DATE OF SUBMISSION OF RESEARCH ABSTRACTS FOR 2019
CONFERENCE OF BASIC EDUCATION RESEARCHERS (CBER) AND
LIST OF COMMITTEES

DATE : August 23, 2019



1. With reference to the Regional Memorandum No. 344, 2019 Conference of Basic Education Researchers (CBER) at the Philippine International Convention Center (PICC), Vicente Sotto St., Pasay City, Metro Manila on October 29-31, 2019, the submission of research abstracts is extended until **September 13, 2019**.
2. Attached is the list of committees and terms of reference for ready reference.
3. Immediate dissemination of this memorandum is earnestly desired.



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AJA17-0078

2019 CONFERENCE OF BASIC EDUCATION RESEARCHERS
 Philippine International Convention Center (PICC)
 Pasay City
 October 29-31, 2019

LIST OF COMMITTEES

1. OVERALL CHAIRPERSON – OIC-RD Carlito D. Rocafort
 Co-Chairperson – SDS Aniano M. Ogayon
 Members – Dir. Roger Masapol
 Ms. Viernalyn M. Nama
2. Committee on Registration and Distribution of Certificates of Participation and Appearance
- Chairperson – Ms. Agnes Rolle
 Co-Chairperson – Ms. Ann GERALYN T. PELIAS
 Members: Ms. Angelina Mendiola
 Ms. Andrea Mabel Abrencillo
 Ms. Maria Susana Oliveros
 Ms. Ma. Rojane Miranda
 Mr. Michael Girard Alba
 Ms. Glenda Dela Torre
 Ms. Buenalyn Manuel
 Ms. Nimfa Bermendi
 Ms. Lolet Furio
 Ms. Lhovie Cauilan
3. Committee on Collection and Issuance of Receipts
- Chairperson – OIC-SDS Ludy N. Pasagui
 Co-Chairperson - Ms. SYRIL ZENAROSA
 Members: - Ms. JOIE BAUTISTA
 Mr. Jaybee Bueno
 Ms. Myra Villareal
 Ms. Raquel Escalante
 Ms. Madonna Abrugena
 Mr. Aris Dimaano
 Mr. Charles Patio
 Ms. Esperanza Maminta
 Ms. Ligaya Martir
 Ms. Bernadine Montano
 Mr. Reniel Patrick Tejidor ✓
 Ms. Melanie Pamienta
 Ms. Noirmee Varias
 Ms. Marilou Bronzi
 Ms. Arlene Bonggon
 Ms. Melba Endozo
 Mr. Rolan Aldovino
 Mr. Marbin Jeramil Fragata
 Ms. Cristina Tia

Ms. Carmena Gozo
 Mr. Adolfo Ibayan
 Ms. Merlina Placino
 Ms. Marife Lagar

4. Committee on Food

Chairperson – Ms. Marites M. Gloria
 Co-Chairperson – Ms. Lourdes Barrientos
 Members – Ms. Laarni Evaristo
 Ms. Nancy Dizon
 Ms. Lea Villalobos
 Ms. Meliza Liporada

5. Committee on Program and Invitation

Chairperson – SDS Merthel Evardome
 Co-Chairperson– SDS Catherine P. Talavera
 Members - SDS Marites Ibañez
 SDS Helen A. Ramos
 ASDS Lourdes T. Bermudez
 OIC-ASDS Nadine C. Celindro
 OIC-ASDS Maylani Galicia
 OIC-ASDS Lerma L. Flandez
 OIC-ASDS Babylyn M. Pambid

6. Committee on Reception

Chairperson – Ms. Jisela Ulpina
 Co-Chairperson – Ms. Alona Encinares
 Members - Ms. Elaine Balaogan
 Ms. Nadina Gatón
 Ms. Elena Lopez
 Ms. Donna Lago
 Ms. Gerly Japson
 Ms. Analyn Simbul
 Ms. Joy Parado
 Ms. Geleen Grace Mateo

7. Committee on Physical Arrangement (including the arrangement of Posters)

Chairperson – OIC-SDS Felizardo M. Bolaños
 Co-Chairperson– OIC-SDS Hermogenes M. Panganiban
 Members – All Male EPSs of Imus City and
 Bacoor City

8. Committee on Sessions

Chairman – SDS Cherrylou D. Repia ✓
 Co-Chairman – SDS Josilyn S. Solana
 Member – SDS Rommel Bautista
 OIC-SDS Christopher R. Diaz
 OIC- SDS Hermogenes Panganiban
 ASDS Elias Alicaya Jr. ✓

OIC-ASDS Ivan Brian L. Inductivo ✓
 OIC-ASDS Buddy Chester Repia
 OIC-ASDS Galileo L. Go

9. Committee on the Groupings in the Parallel Sessions

Chairperson - OIC-SDS Doris DJ. Estalilla
 Co-chairperson - SDS Susan DL. Oribiana
 Members - SDS – Edna F. Agustin
 OIC-SDS Felizardo O. Bolaños
 OIC- SDS Donato G. Bueno
 ASDS Homer N. Mendoza
 ASDS Joepi F. Falqueza
 ASDS Neil Angeles
 ASDS Rogelio F. Opuencia
 ASDS Juan R. Araojo Jr.
 OIC-ASDS Ernesto D. Lindo
 ASDS Daisy Z. Miranda
 ASDS Edgardo Militante
 OIC-ASDS Shirley C. Siman
 OIC ASDS Catherine V. Maranan
 ASDS Gerlie M. Ilagan
 OIC-ASDS Gloria C. Roque
 OIC-ASDS Luz E. Osmeña
 OIC-ASDS Rhina Ilagan
 OIC-ASDS Elvira Catangay
 Mr. Alfonso Abogado
 Ms. Janet Villaroya
 Ms. Aurelia Vivas
 Mr. Rodrigo Castillo
 Mr. Reynante Sofera
 Mr. Jeffrey Astillero
 Mr. Randy Punzalan
 Mr. Dexter Palanas
 Mr. Jester Nicodemus
 Ms. Mary Ann Joy Romanes ✓
 Mr. John Nepomuceno
 Ms. Kathryn Karls
 Mr. Mark Airon Creus
 Ms. Matea Alwyn Trinidad
 Mr. Cirilo Vista Jr.
 Ms. Liezel Villanueva
 Ms. Mary Zugar Gutierrez
 Ms. Azalea Gallano
 Mr. Juanito Merle
 Ms. Analiza Soriano
 Ms. Maria Rosario Lissa Ticzon
 Mr. Paulo Mangubos
 Ms. Maria Liza Faustino
 Ms. Luzviminda Saludaes
 Mr. Jumar M. Sadsad
 Ms. Jona M. Malonzo

10. Committee on Print and Non-Print, Lay Outing of Design, Website Updates, Certificate of Appearance
 Chairperson - Mr. Rey Valenzuela
 Co-Chairperson- Mr. Randolph Catalico
 Members - Mr. Allan D. Tipan
 Mr. Jumar M. Sadsad
 Mr. Karl Erickson I. Eborá
 Ms. Jona M. Malonzo
 Mr. Adrian A. Bullo
 Ms. Lolet Furio
 Mr. Ephraim Gibas
 Mr. Emil Reambillo
11. Committee on Reproduction of Abstracts (including design and storing in the USB)
 Chairperson – SDS Manuela S. Tolentino
 Co-Chairperson – Mr. Russel Perez
 Member - Mr. Rey Alexis Malabanan
12. Committee on Certificates/Attendance
 Chairperson - OIC-SDS Rosemarie D. Torres
 Co-Chairperson - SDS Editha M. Atendido
 Members SDS Hereberto Jose Miranda
 OIC-ASDS Lualhati O. Cadavedo
 OIC-ASDS Bernadette T. Luna
 ASDS Nicolas Burgos
13. Committee on Conference Kits
 Chairperson – OIC-SDS Christopher R. Diaz
 Co-Chairperson – OIC-SDS Celedonio B. Balderas Jr.
 Members - All Male EPSs/SEPS of Cavite City and Dasmariñas City
14. Committee on the Distribution of the Conference Kits
 Chairperson – Mr. Bernardo Pascual
 Co-chairperson Mr. Elinó S. Garcia
 Members: Ms. Pacita Lungcay
 Mr. Danilo H. Ilagan
 Mr. Neil Evangelista
 Ms. Lilian Bubelis
15. Committee on Research Review – Regional Research Committee (RRC), Regional Pool of Research Reviewers (RPRR) and Regional Research Ethics Committee (RREC)
16. Committee on Documentation
 Chairperson – Mr. Ariel Azuelo
 Co-Chairperson – Mr. Rey Valenzuela
 Members: Ms. Ma. Joan Paula Dino
 Ms. Viva Kirsten Tirados

TERMS OF REFERENCE FOR COMMITTEES

1. ORGANIZING COMMITTEE

Responsibilities

- Oversees of the whole event

2. Committee on Registration

Responsibilities:

- Collaborates with PPRD for a copy of completed registration sheets
- Prepares the master list of registered participants
- Prepares the Registration form and validates the same with the PPRD
- Creates a registration desk for registration before the conference proper.
- Disallows walk-in participants
- Coordinates with the other committees.
- Sees to it the distribution of certificates of participation and appearance is systematically being handled

3. Committee on Collection and Issuance of Receipts

Responsibilities:

- Collaborates with PPRD for a copy of completed registration sheets including those who paid
- Issues receipts to all those who paid their registration fees
- Coordinates with the other committees.

4. Committee on Accommodation and Food

Responsibilities:

- Coordinates with caterer regarding the hall as well as Plenary Speakers including the conference management committee.
- Coordinates with the caterer the number and list of expected participants and conference management including the menu for the duration of the conference
- Manages the distribution of food and or arrangement for buffet setting, etc.
- Ensures that all participants are well served/accommodated.
- Coordinates arrangement of function/conference hall, hotel transportation (if necessary) and transfers of participants and audio-visual requirement.

5. Committee on Program and Invitation

Responsibilities:

- Prepares the program of activities and invitation to resource person/speakers.
- Distributes program of activities and invitation to speakers, management and committees involved.
- Coordinates with the Committee on Session and ensures activities are followed as scheduled.
- Monitor the flow of program/activities.
- In-Charge of the Opening and Closing Ceremonies

6. Committee on Reception

Responsibilities:

- Ensures that all participants are given warm welcome and reception.
- Prepares corsage and other essentials for important guests to the event if necessary.
- Organizes sitting of participants through the help of the physical arrangement committee.

7. Committee on Physical Arrangement (including the arrangement of Posters)

Responsibilities:

- Coordinates the decoration of the venue.
- Establishes setup times (work with PICC Management) and places the decorations in the rooms and then returning to dismantle them.
- Organizes and finishes any last minute assembly of the decorations once on-site.
- Collaborates with all the committees (Session, Food, etc), on space, set-up, audio visual needs such as computers, LED Info board, LCDs, and other technologies needed during the plenary and breakout sessions.
- Works with registration committee regarding the seating needs, numbers of participants, award recipients, special guests, etc.
- Ensures the correct number of presentation boards in the Session Hall (for the Oral Presenters) and the arrangement of posters must be in proper places.
- Posts the name of presenters, session managers, facilitators and date and time for every presentation in the session hall.

8. Committee on Sessions

Responsibilities:

- Prepares the script for session managers.
- Sees to it that all oral presenters have been notified of their room assignments.
- Arrives in session room at least 20 minutes before sessions.
- Distributes the script to be used by the session manager.
- Transfers speaker presentations to computer used in session room.

- Makes announcements during session to complete evaluations, about changes, etc. if necessary.

9. Committee of Groupings in the Parallel Sessions

Responsibilities:

- Creatively designs room number/color code for every venue if necessary.
- Leads the participants in the session hall where they are assigned
- Coordinates/assists the Committee on Sessions for smooth flow of activities the availability of laptops and projectors in the session halls
- Ensure and manage the availability of Session Managers and the presenters in each of the session hall

10. Committee on Print and Non-Print, Lay outing of Design, Website Updates, Certificate of Appearance

Responsibilities:

- Creates a system that all participants are listed in the Projection Screen
- Lay outs and updates the website
- Issues Identification Cards
- Ensures that all projection screen is in working condition
- Synchronizes with the Committee on Registration and Committee on Session with regards to the List of Session Managers and participants
- Coordinates with the Committee on Physical Arrangements with regards to equipment needed in all Session Halls
- Drafts all necessary designs and layout pertaining to CBER
- In charge in updating the CBER Website

11. Committee on Certificates/Attendance

Responsibilities:

- Collaborates with the registration committee for the copy of attendance.
- Checks the attendance of session managers, facilitators and participants in every venue.
- Prepares Certificate/Plaque of Recognition for the keynote speaker.
- Prepares the cash prize for three (3) best presenters of both oral and poster categories
- Assists the emcee during the awarding ceremony.

12. Committee on Reproduction of Abstracts (including design and storing in the USB)

Responsibilities:

- Ensures that all abstracts of the researchers (both for oral and poster) are properly laid out as book format and stored in the USB
- Ensure that all abstracts (in book format) is readily accessible in the CBER Website
- Makes sure that program content is accurately reflected in the conference program.

- Works within budget.
- Coordinates with the Chairperson of Registration for the allowed budget per USB and the number of copies for storing.
- Solicits sponsors for the souvenir program.

13. Committee on Conference Kits

Responsibilities:

- Identifies the contents of the conference kits.
- Designs the conference T-shirt.
- Coordinates with the registration committee to determine the number of the participants to receive the kits.

14. Committee on the Distribution of the Conference Kits

Responsibilities:

- Coordinates with the registration committee to determine the number of the participants to receive the kits.
- Ensures that participants receive the necessary kit of the conference including t-shirt and registration receipt.

15. Committee on Research Review

Responsibilities:

- Organizes Review Committee for all researches and see to it that all submitted researches conform to the format.
- Attends paper selection meeting to review all researches.
- Advices all researchers of their confirmation whether they are for oral or poster presenters.
- Coordinates and submits List of Presenters (Oral, Pecha Kucha and Interactive Poster) to the Committee on Sessions.

16. Committee on Documentation

Responsibilities:

- Works with Committee on Session regarding the scheduling and meeting room assignments.
- Works with Conference Planner and Technology Committee to ensure that all sessions have the AV needed.
- Ensures that session content is accurately reflected in the conference program.
- Works within budget.
- Provides write-ups of all the sessions held in the conference and document the entire proceedings for submission to the Regional Director.
- Prepares the synthesis of all papers presented.