



Office of the Undersecretary

January 18, 2010

DepEd MEMORANDUM
No. **25**, s. 2010

**45th SEAMEO Council Conference and 5th ASED Meeting
January 26-29, 2010, Mactan Shangri-la, Cebu**

Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Division Superintendents
All others concerned

1. The Philippines through the Department of Education takes pride in hosting the 45th SEAMEO Council Conference and 5th ASED Meeting on January 26-29, 2010 at Mactan Shangri-la's Resorts and Spa, Mactan Cebu. It will be a business meeting of SEAMEO and ASEAN family to discuss relevant issues and emerging concerns on education and how to deepen our regional cooperation.
2. DepED Region 7 as host region was tasked to do the necessary preparations for the conference to ensure that the conduct of the conference will meet international standards set by SEAMEO Secretariat. DepED Central office through the Steering Committee provides guidance on critical parts particularly on programs, agenda, logistics and diplomatic arrangements. *Annex 1* shows the list of officials and staff involved from the Central Office and their specific roles and responsibilities.
3. Regional Directors are advised to take note of their assignments particularly on the airport reception and send off of delegates of specific country and are expected to attend the final briefing on January 24, 2010 in Cebu. Flight information of all international delegates is available at DepED Secretariat c/o Roger B. Masapol at telephone number 633-7216.
4. Protocol officers and members of secretariat from Cebu and Central office who failed to attend the seminars on international protocol and social graces are required to attend seminar on January 21, 2010 at Ecotech Center, Cebu City and likewise attend the general briefing and dry-run the following day, January 22, 2010 which will be attended by all personnel involved in the conference.
5. Expenses to be incurred by the Central Office participants other than hotel accommodation shall be charged against Central Office SEAMEO Conference Funds, subject to usual accounting and auditing rules and regulations.
6. For immediate dissemination and compliance.

RAMON C. BACANI
Undersecretary
Steering Committee Chair

Encl.:
As stated

Reference:
None

Allotment: 1—(D.O. 50-97)

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

CONFERENCES
MEETING
OFFICIALS

45th SEAMEO COUNCIL CONFERENCE AND 5TH ASED MEETING

DepED CO Participants		Office	Terms of Reference
A	Management		
1	Secretary Jesli A. Lapus	OSEC	Overall Head of the Conference
2	Usec Ramon C. Bacani	OSEC	High Official
3	Usec Vilma L. Labrador	OSEC	High Official
4	Usec Manaros B. Boransing	OSEC	To receive/send off Indonesian Minister at NAIA
5	Usec Antonio A. Inocentes	OSEC	To receive/send off Vietnam Deputy Prime Minister at NAIA
6	Asec Jesus LR Mateo	OSEC	Programs Committee Chair
7	Asec Jonathan E. Malaya	OSEC	Admin and Logistics Committee Chair
8	Asec. Teresita G. Inciong	OSEC	Policy Forum Committee Chair
9	Asec. Leticia B. Pichay	OSEC	GBM CHAT/To receive Timor Leste Minister
10	Asec. Jesus G. Galvan	OSEC	Finance Committee Chair
11	Asec Emilio B. Abelita III	OSEC	To receive/send off Cambodian Minister
12	Asec Thelma G. Santos	OSEC	GBM/BIOTROP/Spouse Program Coordinator
13	Asec. Geronimo L. Sy	OSEC	Senior Policy Adviser
14	Director Yolanda S. Quijano	BEE	Governing Board Member, RECSAM/ Bureau Director
15	Director Lolita M. Andrada	BSE	Governing Board Member, RELC/ Bureau Director
16	Director Carolina S. Guerrero	BALS	Bureau Director
17	Director Psyche Vetta G. Olayvar	EDPITAF	To receive Donor partners
18	Director Mari Paul C. Soriano	TECHNICAL SERVICE	Governing Board Member, SEAMOLEC
19	Director Deosdado San Antonio Jr.	BSE	To receive/send-off Timor Leste Minister at NAIA
20	Director Jose Marie Pelaez	CSCA	To receive/send-off Cambodian Minister at NAIA
21	Dr. Ponciano Menguito Jr.	NCR	To receive/send-off Lao PDR Minister at NAIA
B	Technical Staff		
	CO Secretariat		Main Tasks
1	Roger B. Masapol	PPD-OPS	Head of the Secretariat
2	Erna G. Aganon	DeText	Coordination Officer
3	Vanessa Lei B. Nallano	Special Projects	Accommodation, Vehicles and function venues
4	Edna Vidad	OSEC	In charge of all Malacanang concerns
5	Salve De Vera	OSEC	Protocol Officers point person/Bilateral Meetings
6	Marie Joan D. Armada	Special Projects	Bilateral Meetings
7	Meryll Julia A. Tabin	PPD-OPS	Writer/Documentor
8	Christina A. Cay	DBMU-OPS	Encoder/Receptionist
9	Arturo D. Tuazon	EDPITAF	Supply Officer/liaison Officer
10	Yvonne Fernandez	OSEC	ASEAN Secretariat
	Finance Team		
11	Irene Millo	Cash Unit	Disbursing Officer
12	Lisa Remo	Acctg Division	Inspector
	Registration		Special Task after Registration
13	Luzviminda F. Dela Rosa	Special Events	Help Desk, scheduling of standby vehicles, by request
14	Alpha B. Laurel	Special Events	Assistance Desk
15	Roy G. Manuel	Special Events	Assistance Desk
16	Joel M. Faustino	Special Events	Assistance Desk
17	Albert C. Narag	Special Events	Assistance Desk
18	Frederick S. Gregorio	Special Events	Computer/IT Specialist
	Audio-Visual		
19	Bernadette L. Narvasa	Audio-Visual	In-charge of Photo and Video Coverage of all functions
20	Roberto B. Molina, Jr.	Audio-Visual	
21	Oscar B. Cabael	Audio-Visual	
22	Alejandro A. Nunez, Jr.	Audio-Visual	
23	Ruben A. Britania, Jr.	Audio-Visual	
24	Manuelito L. Santos	Audio-Visual	
25	Paul A. Laurenciano	Audio-Visual	

DepED CO Participants		Office	Terms of Reference
Media Relations			Media Management
26	Kenneth C. Tirado	Com. Unit	In-charge
27	Joanna Margaret H. Collado	Com. Unit	News Writer
28	Ma. Amylyn S. de Quiros	Com. Unit	News Writer
29	Raul Limbo	Com. Unit	News Writer
30	Lemuel Valles	TS	News Writer
Journalist/Reporters			Media
31	Jerry Esplanada	PDI	Journalist/Reporter
32	Rainier Allan Ronda	Phil. Star	Journalist/Reporter
33	Angelo Garcia	Mnla. Bulletin	Journalist/Reporter
34	Hannibal Talete	Phil. News Agency	Journalist/Reporter
35	Ashzel Hachero	Malaya	Journalist/Reporter
36	James Konstantin Galvez	Manila Times	Journalist/Reporter
37	Joel Lorenzana	Saksi	Journalist/Reporter
38	Jeffrey Tiangco	People's Journal	Journalist/Reporter
39	Mario Adelmo Cabreros	Balita	Journalist/Reporter
40	Arlyn dela Cruz-Collantes	DZXL	Journalist/Reporter
Security and Transportation			NAIA Airport Reception
41	Marcos Rodil	Culture & Arts Office	Head of Reception
42	Danilo Simon	Culture & Arts Office	Member
43	Billy Vega	Culture & Arts Office	Member
44	Rolly Garcia	Culture & Arts Office	Member
45	Norma Simon	Culture & Arts Office	Member
46	Cecilia mendiola	Culture & Arts Office	Member
C	Protocol Officers (CO)		Country of Responsibility (rest of delegation)
47	Maryjane W. Bautista	PPD-OPS	Vietnam
48	Tesa Gaila M. Ricafort	Management Div.	Thailand
49	Linor Marcel Tongson	BSE	Spain
50	Rommel Balicanot	TS	Brunei
51	Domingo M. Nievarez Jr.	PPD-OPS	Cambodia
52	Jerome Enriquez	PFSED	Indonesia
53	Jason Del Rosario	PFSED	Australia
54	Dennis Manay	PFSED	Malaysia
55	John Olit	EDPITAF	Singapore
56	Joseph Carlo Dizon	TS	Timor Leste
57	Blanquita Dolores Bautista	OSEC	Canada
58	Ella Cecilia Arienda	OSEC	Policy Forum Resource Person
D	Regional Directors		Country to Receive at the airport
1	Dr. Ligaya Soledad T. Miguel	R1	Brunei
2	Dr. Benito S. Tumamao	R2	Cambodia
3	Mr. Mario L. Ramirez	R3	Indonesia
4	Dr. Paraluman R. Giron	R4A	Malaysia
5	Dr. Luisa B. Yu	R4B	SEAMES Director
6	Dr. Celedonio L. Layon, Jr.	R5	Singapore
7	Dr. Mildred L. Garay	R6	Myanmar
8	Mr. Recaredo G. Borgonia	R7	
9	Dr. Rose Marie Felicidad V. Saet	R8	New Zealand
10	Dr. Walter O. Albos	R9	ASEAN Deputy Secretary General
11	Dr. Luz S. Almeda	R10	Timor Leste
12	Dr. Susana Teresa B. Estigoy	R11	Thailand
13	Dr. Isabelita M. Borres	R12	Vietnam
14	Dr. Teresita G. Domalanta	NCR	Lao PDR
15	Dr. Josefina G. Tamondong	CAR	Australia
16	Dr. Gloria D. Benigno	CARAGA	Canada