

**Bagong Pilipinas Serbisyo Job Fair
Working Committees**

Committee	Members	Tasks
Over-all Head, Technical Working Group	Chair: Randolph B. Tortola Co-Chair: Conniebel C. Nistal, PhD	
Pre-Job Fair Activities	Chair: Ninian A. Alcasid Co-Chair: Melanie M. Ligutom	<ol style="list-style-type: none"> Prepares the following documents relative to the conduct of the activity: <ol style="list-style-type: none"> Complete Staff Work, Division Memorandum Estimated Budget, TORs and Compositions of Working Committees. Coordinates with PESO and Line Agencies Coordinates with PESO in the preparation and overall flow of the program, physical arrangement, and decoration Troubleshoots problem areas, if any
Program and Invitation	Chair: Public Employment Service Office (PESO), El Salvador City	<ol style="list-style-type: none"> Prepares the program and invitation
Intermission	Chair: Johnell Francis S. Vacalares Co-Chair: Jaypee A. Aturo	<ol style="list-style-type: none"> Coordinates with the invitation committee Ensures that the presenters are at the venue prior to their number/presentation
Confirmation of Guests and Participants	Chair: Jan Kyle A. Santos	<ol style="list-style-type: none"> Prepares google sheet on the confirmation of guests and participants
Food	Chair: Melanie M. Ligutom Co-Chair: Jan Kyle A. Santos	<ol style="list-style-type: none"> Coordinates with the caterer Ensures that the caterer abides by the provision of the Sanitation Code of the Philippines

Decoration	Chair: Public Employment Service Office (PESO), El Salvador City	<ol style="list-style-type: none"> 1. Prepares the plan and budget and present it to the EXECOM 2. Prepares the layout and installs the backdrop (tarpaulin) 3. Decorates the venue
Physical Arrangement	Chair: Public Employment Service Office (PESO), El Salvador City	<ol style="list-style-type: none"> 1. Coordinates with the decoration committee for the table skirting 2. Does physical set up of the venue in 3. Prepares the plan on the assigned area of the participants by division 4. Sets-up markers on the assigned sets of the participants and guests
Ingress and Egress	Chair: Jovit D. Comon Co-Chair: Jeffrey M. Martinez Members: Esmael Jr. V. Malaco All JO	<ol style="list-style-type: none"> 1. Prepares direction of entrance and exit, and setting up at a venue 2. Ensures the cleanup, and removal of materials after the event
Registration and Attendance	Chair: Lorna H. Estrosas Co-Chair: Margie R. Valmoria Members: Anabelle M. Mamaclay Genevieve E. Lusterio Carmille V. Gahay	<ol style="list-style-type: none"> 1. Prepares Registration Form and Attendance Sheet 2. Takes charge of registering and checking the attendance of the participants
Usher/Usherette	Chair: Marie Jade A. Cacayan Co-Chair: Argelyn B. Mangayan Members: Catherine B. Buna	<ol style="list-style-type: none"> 1. Presents the lei to the guests and participants 2. Coordinates with the Committee on Physical arrangement on the sitting arrangement of the guests and participants
Protocol Officer	Chair: Marie Jade A. Cacayan Co-Chair: Melanie M. Ligutom	<ol style="list-style-type: none"> 1. Confirms expected time of arrival and expected time of departure of guests 2. Meets and greets the guests upon arrival 3. Ensures that the guests are comfortably settled at the hotel 4. Respond to the needs and queries of the guests 5. Distributes the token and the certificate of appearance to the assigned guests 6. Bids the guests safe travel
Documentation	Chair: Romel C. Abang Co-Chair: Jaypee A. Aturo	<ol style="list-style-type: none"> 1. Takes note of the preliminaries.

		2. Takes pictures or videos of activities.
Live Streaming	Chair: Sherrie R. Dungog	1. Broadcasts the event in real time
Sound System	Chair: Roque R. Sabasaje Co-Chair: Sherrie R. Dungog	1. Coordinates with the program Committee on the flow of the event 2. Ensures that music/video are arranged according to the flow of the program 3. Checks the readiness of the sound system, microphones and other electronic device 4. Ensures availability of microphones
Stage	Chair: Lina C. Bejiga	1. Oversees the stage and the event
Health and First Aid	Chair: Dr. Bridget Gale B. Gellor Co-Chair: Cecille Z. Khobuntin Members: Vanessa Prores L. Tiad Franz Maybelle M. Gaid	1. Ensures that the minimum health standards are strictly observed 2. Attends to the medical needs of participants and guests
Monitoring and Evaluation	Chair: Maricris P. Quismundo Co-Chair: Marilou Y. Descallar	1. Creates database for the collection of feedback 2. Summarizes feedback and suggests corrective actions for improvement
Certificates/Plaques	Chair: DepEd Regional Office	1. Prepares and prints the Certificate of Appearance, Participation, and Recognition 2. Facilitates the distribution of certificates by school