



Republic of the Philippines
Department of Education

11 SEP 2020

DepEd MEMORANDUM
No. **062**, s. 2020

CHANGES TO DEPED MEMORANDUM NO. 012, S. 2020
(Creation of A National Technical Working Group for the 11th ASEAN
Education Ministers Meeting and Other ASEAN-Related Meetings)

To: Undersecretaries
Assistant Secretaries
Minister of Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
All Others Concerned

1. The Department of Education (DepEd) previously issued DepEd Memorandum No. 012, s. 2020 titled **Creation of A National Technical Working Group for the 11th ASEAN Education Ministers Meeting and Other ASEAN-Related Meetings** for the supposed hosting of the 11th ASEAN Education Ministers Meeting (11th ASED) as the incumbent Chair from 2020 to 2021 as well as the 5th ASEAN Plus Three Education Ministers Meeting, 5th East Asia Summit Education Ministers Meeting, 15th Senior Officials Meeting on Education, 11th ASEAN Plus Three Senior Officials Meeting on Education, and 6th East Asia Summit Senior Officials Meeting on Education from September 8 to 11, 2020.

2. In light of the current situation brought by the COVID-19 pandemic, DepEd has decided to convene the 11th ASED and 15th SOM-ED through video conferencing on November 18 and 20, 2020, respectively. The Plus Three and East Asia Summit meetings will be postponed for 2021.

3. For this purpose, DepEd proposes the following changes **to the National Technical Working Group (NTWG)**:

Chairperson - Secretary Leonor Magtolis Briones
Vice Chairperson - Undersecretary Jesus L.R. Mateo

- a. The NTWG Chairperson shall be responsible for the following:
 - i. Convene the NTWG at least once a month; and
 - ii. Provide overall direction for the substantive and administrative concerns of the 11th ASED and 15th SOMED.
- b. The NTWG Vice Chairperson shall be responsible for the following:
 - i. Alternately serve as the chair of the NTWG when the Chair is not available;
 - ii. Provide directions for the administrative and logistical preparations;
 - iii. Monitor progress of each committees' tasks;
 - iv. Ensure that deliverables are submitted on time; and
 - v. Report updates to the Chair regularly.

c. The revised ASED TWG Committees are as follows, along with their responsibilities:

Member Agencies	Responsibilities
DepEd ASEAN Secretariat CHED TESDA DFA SEAMEO INNOTECH	Program and Invitation <ul style="list-style-type: none"> • Prepare the invitations, thank you letters, certificates, and program of activities • Ensure moderator and performer are available
	Documentation and Substantive Affairs <ul style="list-style-type: none"> • Recommend theme for the ASED hosting • Review the annotated agenda and other documents for circulation to the participants • Document the proceedings • Facilitate evaluation of the activity through feedback form and debriefing
	Financial Matters <ul style="list-style-type: none"> • Prepare and process the budgetary and procurement documents • Settle bills • Liquidate cash advances
	Logistical and Administrative Arrangements <ul style="list-style-type: none"> • Provide conference materials: Philippine and ASEAN flags, table flags, country plate, flower arrangements, and backdrop • Coordinate the food requirements of the Philippine delegation • Secure transportation arrangements for the logistical preparations
	ICT Preparations <ul style="list-style-type: none"> • Control the screen sharing, video conferencing platform, online listening rooms, and live streaming mechanism • Ensure fully functioning lights and sound system, laptops, projector, screen, and TV monitors • Ensure stable internet connection for the Philippine delegation
	Publicity and Media Affairs <ul style="list-style-type: none"> • Prepare the official logo, backdrop, and presentation template for the hosting • Oversee preparation and dissemination of press releases • Arrange media coverage of important events • Organize Press Briefing and Press Conference, as needed • Disseminate information to the press on the benefits to the country and ASEAN Member States, conference results, and outcome documents for public circulation • Photo and video documentation
	The Secretariat <ul style="list-style-type: none"> • Facilitate online registration, program of activities, and other online conference materials • Keep information on delegates' names, titles, rank/positions, alternate delegate, meeting observers, and other relevant information

4. The International Cooperation Office (ICO) shall serve as the Secretariat of the ASED TWG and shall work in close coordination with the ASEAN Secretariat.

5. Expenses for the materials and food relative to meetings in this undertaking, and travelling expenses of the NTWG members and the Secretariat from DepEd Central Office shall be charged to BPLP Funds, subject to the usual accounting and auditing rules and regulations.

6. For more information, all concerned may contact **The Secretariat**, International Cooperation Office, 1st Floor Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ico@deped.gov.ph and telephone number (02) 8637-6462.

7. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Reference:

DepEd Memorandum No. (012, s. 2020)

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under the following subjects

BUREAUS AND OFFICES
CHANGE
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SMMA, APA, MPC DM-Amendments to DM No. 012, s. 2020 (Creation of A NTWG for the 11th ASEAN)
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