



Order of Piboonbumpen Demonstration School Burapha University

Number 387 /2024

Subject: Appointment of the Committees for the IEP Home and School Meeting for the International Education Program for Academic Year 2024

In order to have the IEP Home and School Meeting for Primary and Secondary Level of the International Education Program for Academic Year 2024 on the 25th of August, 2024, to be well organized, “Piboonbumpen” Demonstration School under the management of Burapha University abided by the authority as written in section 13 (1) of Burapha University regulations in the year 2009 dated 22nd December 2009, and first, corrected in the year 2013, dated 20th of March 2013, has assigned the following persons to carry out the following tasks:

Advisory Committee

1. Ms. Apunchanit	Jenjit	Chairperson
2. Assistant Professor Kongsak	Wattanachod	Committee
3. Ms. Sanita	Taimuang	Committee
4. Ms. Potchanee	Masuk	Committee
5. Ms. Penpun	Srisayporn	Committee
6. Ms. Natamon	Keeratichotigool	Committee
7. Mr. Kritsada	Suwanphithak	Committee
8. Ms. Nichanan	Chaisang	Committee
9. Ms. Phitchanan	Sangserpo	Committee

Job: Give advice to the staff and facilitate the processes.

Administrative Committee

1. Ms. Natamon	Keeratichotigool	Advisor
2. Ms. Nichapat	Rattanadilok Na Puket	Chairperson
3. Mr. Mongkol	Pholyiam	Vice-Chairperson
4. Mr. Le	Anh Tu	Committee
5. Ms. Marites	Rante Carreon	Committee
6. Dr. Manus	Jompru	Committee
7. Mr. Tawan	Chana-udom	Committee
8. Mr. Sittipun	Choochuen	Committee

Job: Organise and plan the activities for the IEP Home and School Meeting and make sure the activities run accordingly.

Class ...

Class advisor committee for secondary

1. Ms. Nichapat	Rattanadilok Na Phuket	Chairperson
2. Mr. Andrew Edward	Fraser	Committee
3. Mr. Ciaran Damien	Cassidy	Committee
4. Ms. Enriqueta	Navarro Villa	Committee
5. Mr. Evgenii	Ibaldinov	Committee
6. Mr. Jan-Hendrik	Pienaar	Committee
7. Ms. Jirarat	Jutaranon	Committee
8. Ms. Marites	Rante Carreon	Committee
9. Ms. Marniko	Chunnawong	Committee
10. Dr. Manus	Jompru	Committee
11. Mr. Michael David Ian	Brock	Committee
12. Ms. Patchara	Manasilp	Committee
13. Mr. Praween	Sustthisa-nga	Committee
14. Mr. Piyawatt	Purawathananonndha	Committee
15. Mr. Seksan	Chansom	Committee
16. Mr. Ting - Fong	Tsai	Committee

Job: 1. Organize classroom.

2. Distribute information from school to the parents and meet with parents.

Class advisor committee for primary

1. Mr. Mongkol	Polyiam	Chairperson
2. Mr. Dillan Gerhard	Dippenaar	Committee
3. Ms. Emma Veronica	Campbell	Committee
4. Ms. Geneva	Chaipakdee	Committee
5. Ms. Gigie Andres	Bacan	Committee
6. Ms. Jonna Adorador	Timada	Committee
7. Ms. Kanhathai	Tiewprasert	Committee
8. Ms. Kelly Leigh	Scannell	Committee
9. Mr. Le	Anh Tu	Committee
10. Ms. Morven	Prongarkard	Committee
11. Mr. Oleg	Cheprakov	Committee
12. Mr. Robert	Simpson	Committee
13. Ms. Suthatta	Seehatub	Committee
14. Mr. Tawan	Chana-udom	Committee
15. Ms. Yujia	Han	Committee

Job: 1. Organize classroom.

2. Distribute information from school to the parents and meet with parents.

Venue ...

Venue and Audio – Visual Committee

- | | | |
|----------------|------------|-------------|
| 1. Dr. Manus | Jompru | Chairperson |
| 2. Mr. Mongkol | Polyiam | Committee |
| 3. Mr. Anuchit | Bampeng | Committee |
| 4. Mr. Wichan | Taweechote | Committee |

Job: 1. Arrange areas involved to be ready for the activities.
2. Coordinate and set the audio-visual, light and sound systems.

Documentation Committee

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|---------------------|------------------------|-------------|
| 1. Mr. Sittipun | Choochuen | Chairperson |
| 2. Ms. Gigie Andres | Bacan | Committee |
| 3. Ms. Nichapat | Rattanadilok Na Phuket | Committee |
| 4. Ms. Yanisa | Watanachote | Committee |

Job: Set, prepare and coordinate and gather all documents for the attendees.

Presentation Committee

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|-------------------|------------------|------------------|
| 1. Ms. Pichanun | Sangserpo | Chairperson |
| 2. Ms. Natamon | Keeratichotigool | Vice-chairperson |
| 3. Mr. Kawin | Klinkulaphong | Committee |
| 4. Ms. Natthini | Yuankapao | Committee |
| 5. Mr. Prasertsak | Phlaynam | Committee |
| 6. Mr. Thanagon | Pukdeekum | Committee |

Job: 1. Gather school activities picture and make a slide presentation.
2. Make a slide presentation of each teacher in order to present during the introduction.

Registration and Reception Committee

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|----------------------|-------------|-------------|
| 1. Ms. Yanisa | Watanachote | Chairperson |
| 2. Ms. Juthatip | Cheprakov | Committee |
| 3. Ms. Phetcharaporn | Pianprasit | Committee |

Job: Prepare list of attendees and make a registration.

Food and Beverage Committee

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|----------------------|-------------|-------------|
| 1. Ms. Phetcharaporn | Pianprasit | Chairperson |
| 2. Ms. Juthatip | Cheprako | Committee |
| 3. Mr. Sittipun | Choochuen | Committee |
| 4. Ms. Yanisa | Watanachote | Committee |

- Job:** 1. Coordinate with in-charge of coffee/tea break coordinators.
2. Organise and decide for the coffee/tea break to be served.
3. Coordinate with the venue committee and run all the service accordingly.

Photography and Public Relation Committee

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|-----------------|-------------------|-------------|
| 1. Ms. Piyawatt | Purawathananondha | Chairperson |
| 2. Ms. Geneva | Chaipakdee | Committee |
| 3. Mr. Anuchit | Bampeng | Committee |

- Job:** 1. Take photos for the whole activity and keep files.
2. Provide activity information through online channels on the school website.

Finance and Materials Committee

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|----------------------|-------------|------------------|
| 1. Ms. Juthatip | Cheprakov | Chairperson |
| 2. Ms. Phetcharaporn | Pianprasit | Vice-chairperson |
| 3. Ms. Yanisa | Watanachote | Committee |

- Job:** 1. Over-see the planning of the budget for any expenses that may be incurred during the activities.
2. Prepare the materials that would be needed by the student in any of the activities planned during the activities.

Evaluation Committee

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|----------------------|------------------------|-------------|
| 1. Ms. Nichapat | Rattanadilok Na Phuket | Chairperson |
| 2. Ms. Emma Veronica | Campbell | Committee |
| 3. Ms. Gigie Andres | Bacan | Committee |
| 4. Ms. Jirarat | Jaturanon | Committee |
| 5. Ms. Patchara | Manasilp | Committee |
| 6. Mr. Ting – Fong | Tsai | Committee |

- Job:** 1. Design evaluation sheets.
2. Distribute and collect the completed sheets at the end of activity.
3. Summarise evaluation using statistic method.

From this day onward

Issued on the 9 of August 2024

(Signature)



(Ms. Apunchanit Jenjit)

Acting Director of Piboonbumpen Demonstration School