



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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August 24, 2020

DIVISION MEMORANDUM  
No. 171, s. 2020

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING CUM  
INSTALLATION OF ASDS ALICIA E. ANGHAY, PhD**

To: Asst. Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Section Heads  
All Public Elementary & Secondary School Heads  
This Division

1. In line with the Department's mandate to ensure good governance, this Office will hold its Division Management Committee (MANCOM) Meeting cum Installation of ASDS Alicia E. Anghay, PhD, on September 1, 2020, Tuesday, from 8:00 a.m. to 1:00 p.m. at the Audio Visual Room, City Hall, El Salvador City.
2. Participants to this activity are the Executive Committee (EXECOM) members and School Heads. Further, all participants are advised to wear business attire.
3. The School Heads are hereby directed to prepare a 2-3-minute video presentation on their preparation of the Home Learning Plan to be used for the Dry Run. The copy of the said presentation must be submitted to Sherrie R. Dungog, ITO I on or before August 28, 2020.
4. Lunch and transportation expenses relative to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations. However, participants are advised to bring their own snacks.

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SGOD/smme



Address: Zone 3, Poblacion, El Salvador City  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 555-0475 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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5. This Memorandum shall serve as the Authority to Travel of the MANCOM participants.
6. Immediate and wide dissemination of this Memorandum is desired.

**OLGA C. ALONSABE, PhD, CESE**  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

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Enclosure No.1

**Working Committee**

1. Overall Chairpersons	Rolly B. Labis, EdD Ninian A. Alcasid, PhD
2. Technical Preparations (video presentations, LED, etc.)	Sherrie R. Dungog, RECE
3. Activity Design and Program preparation	Maricris P. Quismundo
4. Invitations	Karen Rose A. Serrania Kenneth Angel A. Guillena
5. Letter Requests	Karen Rose A. Serrania Nilo L. Lomongo
6. Physical Arrangement and Decoration	Chairman: Jeffrey M. Martinez Co-Chairman: Anna Mae M. Atillo Members: OSDS Personnel
7. Ushers	Kevin B. Asequia Merogim P. Mugot
8. Registration	Jurica Ethel L. Estrada Herminigildo B. Pantin
9. Preparation of Leis	CID Personnel
10. Medical Responder	Chairman: Dr. Gladys Grace H. Cabeltes Members: All Nurses
11. Food Preparation	Maricris P. Quismundo Nilo L. Lomongo Eulita M. Castillo
12. After Care	Chairman: Jeffrey M. Martinez Members: All Job Orders (DO)

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