



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

February 23, 2022

DIVISION MEMORANDUM
No. 091, s. 2022

HOSTING OF THE 2ND REGIONAL MANAGEMENT COMMITTEE MEETING

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. Regarding Regional Memorandum No. 101, s. 2022 titled **2nd Regional Management Committee Meeting**, this Office will host the said activity on March 2 (Wednesday) at Country Village Hotel, Villarin Street, Cagayan de Oro City.
2. The Technical Working Committee shall facilitate the preparation on March 1 and March 2. Moreover, the following members of the committee shall proceed to the venue on March 2 to facilitate the conduct of the activity:

Working Committee	Members
Health and Safety	Dr. Nurus R. Alonto Cecille Z. Khobuntin
IT Preparation	Sherrie R. Dungog
Decoration	Bob T. Paquinol Niño Jose R. Gironella
Physical Arrangement	Kevin B. Asequia
Program Host	Karen Rose A. Serrania Merogim P. Mugot
Presentation	Manuel A. Janubas El Chorale

3. The committees shall strictly observe the health protocols such as physical distancing and the wearing of face masks in the delivery of their tasks.
4. This shall also serve as authority to travel.





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5. Enclosed is the composition of the Technical Working Committee of the aforementioned activity.
6. This Office shall adhere to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. Immediate dissemination of and strict compliance with this memorandum is directed.


OLGA C. ALONSABE, PhD., CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects

Regional MANCOM

CID/NAA





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2nd Regional MANCOM MEETING
Technical Working Committee

COMMITTEE	MEMBERS	TASKS
Over-all Head, Technical Working Group	Chair: Dr. Olga C. Alonsabe, CESO V Schools Division Superintendent Co-Chair: Dionesio L. Liwagon, Jr., CESE Members: Rolly B. Labis, EdD Ninian A. Alcasid, PhD Jeffrey M. Martinez Anna Mae M. Atillo	<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 Prepare Division Memorandum Estimated Budget, TORs and Compositions of Working Committees Coordinates arrangement of the venue Attends to the needs of the guests Facilitates the preparation and overall flow of the program Troubleshoots problem areas, if any
Program and Invitation	Chair: Maricris P. Quizmundo Co-Chair: Karen Rose A. Serrania Member: Nilo L. Lomongo	<ol style="list-style-type: none"> Prepares Opening and Closing programs Email in advance the Program to the division Ensures that the presenters (preliminaries and intermission) are at the backstage prior to their presentation Coordinates with the Registration Committee on the number of participants per division
Presentation	Chair: Manuel A. Janubas Members: El Chorale Choir	<ol style="list-style-type: none"> Determines the intermission numbers Coordinates with the presenters
Accommodation and Itinerary of Guests	Chair: Anna Mae M. Atillo Co-Chair: Felanie Marie A. Lim Members: Kenneth Angel B. Guillena Gerlissa Kristi R. Amoguis	<ol style="list-style-type: none"> Coordinates with the hotel management on the number of guests to be accommodated Coordinates with the division participants on their arrival and departure Prepares the Rooming List Arranges with the hotel management on the guests to be accommodated on the specified dates
Food	Chair: Jeffrey M. Martinez Co-Chair: Karen Rose A. Serrania Merogim P. Mugot	<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
Finance	Chair: Maricel B. Jangao, CPA Co-Chair: Stephanie P. Saligumba, CPA Members: Rizan L. Sardane Adrian Gabriel D. Labadan Cherry Lou D. Asequia	<ol style="list-style-type: none"> Settles obligation incurred before and during the activity Prepares documents for payment of incidental expenses
Supplies and Materials	Chair: Alan M. Saculigan Co-Chair: Honeyluz A. Sabuero Member: Dexter A. Carangcarang	<ol style="list-style-type: none"> Prepares/procure materials for the lei/corsage Coordinates with the Usherette Committee Coordinates with the Decoration Committee





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Decoration	Chair: Johnnell Francis S. Vacalares Co-Chair: Bob T. Paquinol Members: Niño Jose R. Gironella Raymund U. Tomarong ALS teachers	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: Nilo L. Lomongo Co-Chair: Kevin B. Asequia Member: Jerome Glenn M. Suguilon	1. Coordinates with the decoration committee for the table skirting 2. Physical set up of the venue in adherence to IATF rules and regulations 3. Prepares the plan on the assigned area of the participants by division 4. Arrange chairs in adherence to 1 m social distancing 5. Place table markers on the assigned sets of the participants and guests 5. Ensures cleanliness of the venue
Registration and Attendance	Chair: Jurica Ethel L. Estrada Member: Nishi M. Abratigun	1. Prepares Registration Form and Attendance Sheet 2. Prepares the Certificate of Appearance
IT Preparation	Chair: Sherrie R. Dungog Member: Reygie Pading	1. Prepares and presents the audio-video presentation 2. Lay-outs the backdrop and other tarpaulins for the activity 3. Coordinates and checks the sound system
Health and Safety Protocol	Chair: Dr. Gladys Grace H. Cabeltes Co-Chair: Dr. Nurus R. Alonto Member: Cecille Z. Khobuntin	1. Ensures that the minimum health standards are strictly observed 2. Attends to the medical needs of participants and guests 3. Takes charge of registering of the participants
Token	Chair: Roque R. Sabasaje Co-Chair: Lina B. Bejiga Members: Educ. Program Supervisors Section/Unit Heads School Heads	Prepares the token for all participants and guests
Program Host	Karen Rose A. Serrania Merogim P. Mugot	1. Facilitates the flow of the program 2. Coordinates with the sound system committee

