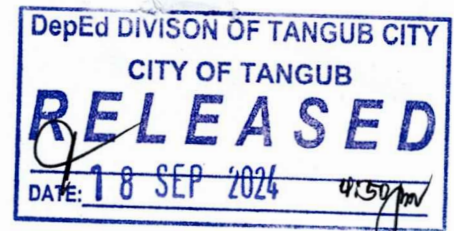




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



**11 September 2024**

DIVISION MEMORANDUM  
 No. 309, s. 2024

**TECHNICAL WORKING GROUP FOR HOSTING THE REGIONAL MANAGEMENT COMMITTEE (MANCOM) MEETING**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID and SGOD)  
 Education Program Supervisors  
 All Others Concerned  
 This Division

1. In preparation for the upcoming hosting of this Division for the 6<sup>th</sup> Regional Management Committee (ManCom) Meeting, this Office assigns the Technical Working Group for the said activity.
2. In this connection, identified SDO personnel shall render the necessary services and be part of the working committees (see Enclosure No. 1) to ensure the successful conduct of the said activity. Please see the attached list for reference.
3. For information, compliance and dissemination.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
 Schools Division Superintendent

Encl. As Stated  
 To be indicated in the Perpetual Index  
 under the following subject:

TECHNICAL WORKING GROUP REGIONAL MANCOM

SAU/BJC – TWG FOR REGIONAL MANCOM  
 September 11, 2024





Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2024

**6<sup>th</sup> Regional ManCom Meeting**  
**Technical Working Group**  
September 2024

COMMITTEE	IN-CHARGE	Deliverables	REMARKS
<b>STEERING COMMITTEE</b>	<ul style="list-style-type: none"><li>• SDS Shambaeh A. Usman, PhD, CESO VI</li><li>• ASDS Erlinda G. Dael, PhD, CESE</li><li>• Lorna C. Peñonal</li><li>• Angelina B. Buaron</li></ul>		
<b>1. Venue Reservation</b>	<ul style="list-style-type: none"><li>• Gina Mandawe</li><li>• BAC Secretariat</li><li>• Junnifer Gutang ( for the Drivers)</li><li>• Gerry Linganay</li></ul>	Take charge of the Venue Reservation and procurement	
<b>2. Physical Arrangement</b>	<ul style="list-style-type: none"><li>• Romel E. Huertas</li><li>• Mohamad T. Batingolo</li><li>• Wilfredo Canete</li><li>• Sheldon Honculada</li><li>• Jolito Vince</li><li>• Nildie Malabosa</li></ul>	Oversee the arrangement of tables and chairs for the VIP's and participants by division.  Prepare markers for the parking area  Ensure presence of Lights and Sounds on the venue	
<b>3. Accommodation and Room Assignment</b>	<ul style="list-style-type: none"><li>• Lorna C. Peñonal</li><li>• Bride Joy Candano</li><li>• Dorothy Neri</li><li>• Marilou Galvez</li></ul>	Make room assignment of participants	



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COMMITTEE	IN-CHARGE	Deliverables	REMARKS
<b>4. Welcome Dinner</b>	<ul style="list-style-type: none"> <li>• Lorna C. Peñonal</li> <li>• Redeemer D. Denapo</li> <li>• Liegh S. Enayo</li> <li>• German Suminguit</li> <li>• Christy P. Enoc</li> <li>• Junnifer Gutang</li> </ul>	<ul style="list-style-type: none"> <li>- Setup the venue with Lights and Sounds</li> <li>- Facilitate the Activity</li> <li>- Coordinate with Food Committee and Program Committee</li> </ul>	
<b>5. Protocol Officers</b>	<ol style="list-style-type: none"> <li>1. <b>RD – Christopher Troniado</b></li> <li>2. <b>ARD – Jose Glen Payot</b></li> <li>3. <b>Regional Personnel - Herlyn Senarillos</b></li> <li>4. <b>Bukidnon – Charence Yack</b></li> <li>5. <b>Cagayan de Oro City – Nonito Banawan</b></li> <li>6. <b>Camiguin – Melinda Lumpayao</b></li> <li>7. <b>El Salvador – Judy Marie Cabrera</b></li> <li>8. <b>Gingoog City – James Michael M. Troniado</b></li> <li>9. <b>Iligan City – Margie Maglangit</b></li> <li>10. <b>Lanao del Norte – Joford Magante</b></li> <li>11. <b>Malaybalay City – Ivy Lagat</b></li> <li>12. <b>Misamis Oriental – Joselito Rosalejos</b></li> <li>13. <b>Misamis Occidental – Ronald L. Lumpayao</b></li> </ol>	<ul style="list-style-type: none"> <li>- Coordinate the division as to the date and time of arrival.</li> <li>- Coordinate with the accommodation committee</li> <li>- Coordinate with the token Committee</li> </ul>	





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	<p><b>14. Ozamiz City – Richel B. Ongcol</b></p> <p><b>15. Oroquieta City – Maristhel gutang</b></p> <p><b>16. Tangub City – Ralph Rey Sultan</b></p> <p><b>17. Valencia City – Johny Candaleza</b></p>		
<b>6. Decoration &amp; Leis</b>	<ul style="list-style-type: none"> <li>• Nilo F. Lumayot</li> <li>• Jorel Jumamil</li> <li>• James Mark P. Saporno</li> <li>• Jomah Lee Jakosalem</li> <li>• Delio Fuentes</li> <li>• Persiliano Heray</li> <li>• PSDICs</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate the finance team</li> <li>- Arrange the stage of the venue</li> </ul>	
<b>7. Token</b>	<ul style="list-style-type: none"> <li>• Roger Baril</li> <li>• Judy Marie Cabrera</li> <li>• Protocol Officers</li> </ul>	<ul style="list-style-type: none"> <li>- Prepare token for the participants</li> </ul>	
<b>8. Food</b>	<ul style="list-style-type: none"> <li>• Puriza L. Legaspi</li> <li>• Marylyn Banawan</li> <li>• Ma. Sherwin Alduheza</li> <li>• Titchie Nee Roloma</li> <li>• Jelly Antipuesto</li> <li>• Edgardo Malaubang</li> </ul>	<ul style="list-style-type: none"> <li>- Oversee the distribution of foods during Welcome Dinner and MANCOM Proper</li> </ul>	
<b>9. Emcees for ManCom and Welcome Dinner</b>			
<b>10. Registration Committee</b>	<ul style="list-style-type: none"> <li>• Honey Lee Tual</li> <li>• Leah Fe Odineza</li> </ul>		



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COMMITTEE	IN-CHARGE	Deliverables	REMARKS
<b>11. Program and Invitations</b>	<ul style="list-style-type: none"> <li>• Angelina B. Buaron</li> <li>• Clariza Catedral</li> <li>• Relita Decina</li> </ul>	<ul style="list-style-type: none"> <li>- Prepare and send invitation letters and programs to guests and other important personalities.</li> <li>- Design a program of the activity and produce copies for Distribution</li> <li>-Facilitate the Opening Program of the MANCOM &amp; Welcome Dinner</li> </ul>	
<b>12. Intermission Number</b>	<ul style="list-style-type: none"> <li>• Roger F. Duhaylungsod</li> <li>• German C. Suminguit, Jr.</li> <li>• Sherly Alivio</li> <li>• Christy Enoc</li> </ul>	<ul style="list-style-type: none"> <li>- Take charge for the preliminaries during the MANCOM proper</li> <li>- Take charge for the intermission numbers before MANCOM and during break time</li> </ul>	
<b>13. Supplies and Materials</b>	<ul style="list-style-type: none"> <li>• Ronie E. Senarillos</li> <li>• Engr. Wilson Ozaraga</li> </ul>	<ul style="list-style-type: none"> <li>- Provide necessary materials needed during the MANCOM</li> </ul>	
<b>14. Finance</b>	<ul style="list-style-type: none"> <li>• Anna Daphne Mugar</li> <li>• Marites Suminguit</li> <li>• Krizza Lorraine D. Quicoy</li> </ul>	<ul style="list-style-type: none"> <li>- Oversee the availability of funds on different undertakings related to MANCOM Activity</li> </ul>	
<b>15. Documentation</b>	<ul style="list-style-type: none"> <li>• Liegh Enayo</li> <li>• Stephen T. Amen</li> <li>• Arniel Mehoy</li> </ul>	<ul style="list-style-type: none"> <li>- Document all activities, Take photos and videos</li> <li>- Prepare Tarpaulin and present to the top management for Approval</li> </ul>	
<b>16. Health and Safety</b>	<ul style="list-style-type: none"> <li>• Mohamad T. Batingolo</li> <li>• Winnie T. Mendoza</li> <li>• Cecil Gulbe</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure safety among all participants all throughout the activity</li> <li>- Oversee the health conditions of the participants</li> <li>- Provide medicine if necessary</li> </ul>	
<b>17. ICT Technical Support</b>	<ul style="list-style-type: none"> <li>• Alden M. Antonio</li> <li>• Leigh Enayo</li> <li>• Rene Boy Roxas</li> </ul>	<ul style="list-style-type: none"> <li>- Oversee the proper functionalities and availability of the needed ICT equipment and other materials.</li> </ul>	



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<b>18. Laag Laag sa Hoyohoy</b>	<ul style="list-style-type: none"><li>• Lorna C. Peñonal</li><li>• Sheldon F. Honculada</li><li>• Eleazar Penonal</li><li>• Protocol Officers</li></ul>	<ul style="list-style-type: none"><li>- Coordinate the divisions on the number of participants that intend to go</li><li>- Coordinate with LGU for the permit to entry</li></ul>	
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