



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

February 6, 2024

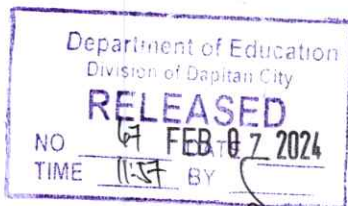
DIVISION MEMORANDUM

No. 67, s. 2024

**SDO COMPOSITION OF WORKING COMMITTEES FOR THE 27th REGIONAL
MANAGEMENT COMMITTEE MEETING (REMANCOM)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors & Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
This Division

1. Relative to the conduct of the upcoming 27th Regional Management Committee Meeting (REMANCOM) which will be hosted by this division on **February 22, 2024 (tentative schedule)** at NEAP R, Tiguma, Pagadian City the committee of this activity are requested to take an action.
2. The SDO composition of the different working committees which will form part for the successful hosting of the above-mentioned activity is articulated in the enclosure. (See Attached)
3. Expenses incurred by the participants and members of the different committees shall be charged against Division/School MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this memorandum is hereby desired.



DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent



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(Enclosure No. 1 to the Division Memorandum No. _____. S. 2024)

**SDO COMPOSITION OF WORKING COMMITTEES FOR THE 27th REGIONAL
MANAGEMENT COMMITTEE MEETING (REMANCOM)**

Working Committees:

Committee	Name	Job Description
Minutes and Documentation	Chair: Jidelle G. Garcia Co- Chair: Johann Andrei L. Ladera Member: Amythyst Faith O. Diao	<ul style="list-style-type: none">Secure the minutes of the meetingPrepare an accomplishment Reports using the provided checklist
Program, Invitations and Publications	Chair: Ma. Perga A. Cadiente Co-Chair: Jephone P. Yorong Member: Lindo O. Adasa, Jr.	<ul style="list-style-type: none">Prepare the programs and invitations as well as publications of the eventInform/send an invitation to other divisions
ICT Team	Chair: Lourence N. Reyes Co-Chair: Medar E. Padoa, Jr. Member: Peter A. Alavanza	<ul style="list-style-type: none">Facilitate the soft file/files of the presenter/sCoordinate the ICT in-charge of the Region
Usherettes/Lei	Chair: Michelle V. Torres Co-Chair: Cristina Z. Villoria Member: Germanico C. Malacat	<ul style="list-style-type: none">Prepare and facilitate Leis for the identified guest and visitorsPrepare tokens of the visitors
Decorations/Arrangement	Chair: Elsa Q. Aranas Co-chair: Jonathan D. Reluya Members: Joy I. Cagbabanua Nancy F. Tangcalagan	<ul style="list-style-type: none">Prepare the decoration and arrangement of the venue



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Committee	Name	Job Description
	Daniilo M. Santiago Jose Overa	including its procurement if any. <ul style="list-style-type: none"> Color Motif: Khaki Brown and Olive Green (See the Rizal Knights T-shirt for the exact color)
Food and Accommodations	Chair: Luna Luz B. Racho Co-chair: Ann J. Agda Members: Esmeralda A. Bagaipo	<ul style="list-style-type: none"> Prepare meals and snacks including its procurement
Secretariat	Chair: Nueva A. Andag Co-Chair: Ruby V. Paguntalan Members: Edna C. Quimiguing	Prepare and facilitate the following: <ul style="list-style-type: none"> Certificate of Recognition Certificate of Participation Certificate of Appearance Attendance Sheet Registration Prepare the list of all participants including other divisions
Health and Safety	Chair: Gwilym Elumba Co-Chair: Glenn E. Mahometano Member: Marita S. Gaburno	<ul style="list-style-type: none"> Provide kits related for medical purposes
Master of the Ceremonies	Florence S. Gallemit	<ul style="list-style-type: none"> Coordinate the secretariat and the in-charge of the programs and invitations for your script.
Tarpaulin	Chair: Jerry M. Perong Co-Chair: Lawrence N. Reyes Member:	<ul style="list-style-type: none"> Prepare the tarpaulin and its procurement



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Committee	Name	Job Description
Accomplishment Reports	Chair: Vicente Ramon V. Suarez II Co-Chair: Ruth B. Abapo Member: Cherrie Abello	<ul style="list-style-type: none">Prepare an accomplishment Reports using the provided checklist



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