



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

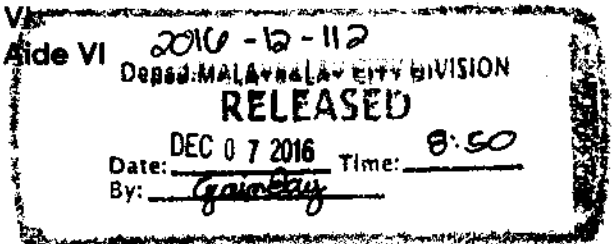
Purok 6, Casisang, Malaybalay City

Telefax: (0880 or 088) 413-0094 email: [depedmlblycity@gmail.com](mailto:depedmlblycity@gmail.com)



**MEMORANDUM**

**TO:** Jutchel L. Nayra, DPA- Administrative Officer V  
Lorenzo o. Capacio, EdD-CES- SGOD  
Vicente G. San Miguel- EPS II-HRD  
Gula Ma. G. Gamutin- Administrative Officer IV-Personnel  
Christine Joy Cainday- Administrative Aide VI  
Ivan Ray Pojas- Administrative Aide VI  
Keziah Fatima M. Un- Administrative Aide VI  
Ednalyn Tagallo- Administrative Aide VI  
Samuel Villahermosa- Administrative Aide VI  
Anvella Rivera- Administrative Aide  
All others Concern  
This Division



**FROM:** EDILBERTO L. OPLENARIA, CESO VI  
SIC- Schools Division Superintendent

**DATE:** December 12, 2016

**SUBJECT:** **CREATION OF OVERALL STEERING, PLANNING AND TECHNICAL WORKING COMMITTEES FOR ORIENTATION SEMINAR-WORKSHOP OF THE NEWLY HIRED AND NEWLY PROMOTED NON-TEACHING PERSONNEL**

1. To ensure the smooth conduct of the Orientation Seminar Workshop of the Newly Hired and Newly Promoted Non-Teaching Personnel on December 8-9, 2016 at Veranda, Casisang, Malaybalay City, this Office hereby creates the **Overall Steering, Planning and Technical Working Committees** for the said activity, effective immediately.

2. The composition and functions of the Overall Steering, Planning and Technical Working Committees for the Orientation Seminar-Workshop of the Newly Hired and Newly Promoted Non-Teaching Personnel are as follows:

2.1. Overall Steering Committee

Designation	Name	Responsibilities
Jutchel L. Nayra	Chairman	- General Supervision and management of the activities
Lorenzo O. Capacio, EdD	Co-Chairman	



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2.2. Planning Committee

Designation	Name	Responsibilities
Planning Committee		
Chairman	Vicente Sanmiguel G.	- Prepare the Training program, certificates and Certificates of appearance.
Co-Chairman:	Christine Cairday	- Assist in the preparation of the Training program, certificates and Certificates of appearance
Member:	Ednalyn Tagallo Ivan Ray Pojas	- Facilitate the signing of certificates and Certificates of appearance

2.3. Technical Working Committee

Designation	Name	Responsibilities
Chairman	Guia Ma. Gamutin G.	<ul style="list-style-type: none"><li>- Prepare the registration sheets and spearhead the registration during the actual training.</li><li>- Coordinate the training venue and the menu to be prepared.</li><li>- Prepare the M &amp; E</li></ul>
Co-Chairman	Keziah Fatima M. Un Samuel Villahermosa	<ul style="list-style-type: none"><li>- Assist the participants' registration during the actual training registration.</li><li>- Serves as program in charge.</li><li>- Prepare the nameplates of the participants.</li><li>- Do the documentation</li><li>- Do the errands</li></ul>
Member:	Anavella Rivera	<ul style="list-style-type: none"><li>- Serve as secretariat during the actual training.</li><li>- Assist the preparation of the hall.</li><li>- Prepare the gadgets needed such as DLP, Laptop, extension wires etc.</li></ul>

3. For compliance.

Encl:

As stated

Copy furnished:

Records Unit

To be posted in the website.