



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

Corner Don Carlos-Guimapa St. City of Malaybalay  
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February 3, 2014

**DIVISION MEMORANDUM**

No. 71 s. 2014

224

**TO :** Promotional Staff  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Section Heads and Staff  
 All Others Concerned

2/20/14  
 Jovyn Arubelle 2:34 PM

**FROM :** *Edilberto L. Oplenaria*  
 EDILBERTO L. OPLENARIA  
 Schools Division Superintendent

**RE :** DESIGNATION OF DIVISION MANCOM SECRETARIAT AND TECHNICAL WORKING GROUP

- In the exigency of the service, this Office hereby designates the Division Management Committee (MANCOM) Secretariat and Technical Working Group effective immediately.
- The Division MANCOM Secretariat and Technical Working Group shall be constituted of the following:

**2.1. Secretariat**

		Duties and Responsibilities
Chairperson	<b>Josie D. Zamora</b> EPS Designate in English	<ul style="list-style-type: none"> <li>Consolidates and finalizes the minutes of the MANCOM meeting based on the minutes submitted by the co-chairperson and members of the Secretariat</li> <li>Records the minutes of MANCOM meetings</li> <li>Keeps a record of the minutes of the MANCOM meetings</li> <li>Files a copy of the Attendance Sheet during the MANCOM meetings</li> </ul>
Co-Chairperson	<b>Jovy Molina</b> PSDS, Malaybalay City Far East District	Performs the duties and responsibilities of the chairperson if absent or on official travel
Members:	<b>Lorenzo Capacio, Ed.D.</b> PSDS, Malaybalay City South	<ul style="list-style-type: none"> <li>Record the minutes of the MANCOM meeting</li> </ul>



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	District  <b>John Rarogal</b> Secondary School Teacher III  <b>Rosalio Arangco</b> Secondary School Teacher III	<ul style="list-style-type: none"> <li>• Write the issues and concerns arising during the discussions in the MANCOM meeting</li> <li>• Submit written script of MANCOM to the Chairperson immediately after the meeting</li> <li>• Ensure that all MANCOM members present sign the Attendance Sheet.</li> </ul>
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**2.2. Technical Working Group**

Position	Name	Duties and Responsibilities
Material Dispenser	<b>Maria Concepcion Reyes</b> EPS	<ul style="list-style-type: none"> <li>• Reproduce copies of the minutes submitted by the Secretariat</li> <li>• Distribute/release copies of the minutes of the meeting at least three (3) working days before the MANCOM meeting</li> <li>• Provide certificate of appearance to concerned members of the MANCOM based on attendance</li> </ul>
	<b>Ana Belen S. Muring, Ph.D.</b> EPS	
MANCOM Organizer	<b>Analy L. Ocier</b> EPS	<ul style="list-style-type: none"> <li>• Contacts the sponsor/hosts of the MANCOM meeting for arrangement</li> <li>• Prepare and awards resolution of commendation to the host immediately after the MANCOM</li> </ul>
	<b>Ralph Quirog</b> EPS	
Logistics	<b>Luis S. Alajar, Jr.</b> EPS	<ul style="list-style-type: none"> <li>• Ensure the set-up of logistics prior to the conduct of MANCOM meeting in coordination with the host</li> <li>• Prepare and set-up logistics in the event the Division is the host</li> </ul>
	<b>Lou-Ann J. Cultura</b> EPS	

3. This Order shall take effect immediately until revoked.

4. For compliance.

Copy furnished:  
 Records Section

**TO BE POSTED IN THE WEBSITE**