



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City

Email Address: depcdmalaybalay@gmail.com Official website: www.depedmalaybalay.net



January 29, 2015

DIVISION MEMORANDUM

No. 047 s. 2015

DESIGNATION OF DIVISION MANCOM SECRETARIAT AND TECHNICAL WORKING GROUP

TO : Education Program Supervisors
Division Coordinators
Public Schools District Supervisors
School Heads (Elementary and Secondary)
Section Heads
All Others Concerned

274
Dep-MALAYBALAY CITY DIVISION
RELEASED
Date: FEB 13 2015 Time: 2:16 PM

FROM : EDILBERTO L. OPLENARIA
Schools Division Superintendent

1. Effective immediately, this Office hereby designates the Division Management Committee (ManCom) Secretariat and Technical Working Group, to wit:

1.1. Division MANCOM Secretariat

Table with 3 columns: Function, Name, and Duties and Responsibilities. Rows include Chairman (Rachel Valde), Co-Chairman (Amor Celeste Rojas), and Members (Marylan Tandog, Juan Bacang, Ella Rabino, Ricky Barcena, Sharon Bongocan, Flavio Alas, Jr., Rogelio Miñoza).



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		<p>concerned office/section/personnel for information and appropriate action copy furnished the Schools Division Superintendent</p> <ul style="list-style-type: none"> • Submit written script of ManCom to the Chairman within three (3) working days after the meeting • Perform other tasks assigned from time to time.
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1.2. Technical Working Group

Function	Name	Duties and Responsibilities
Material Dispenser	<p>Maria Concepcion Reyes</p> <p>Ana Belen S. Muring, Ph.D.</p> <p>Josie D. Zamora</p>	<ul style="list-style-type: none"> • Reproduce copies of the minutes submitted by the Secretariat; • Distribute/release copies of the minutes of the meeting at least three (3) working days before the ManCom meeting; and, • Prepare and distribute certificate of appearance to concerned members of the ManCom based on attendance
ManCom Organizer	<p>Analy L. Ocier</p> <p>Ralph T. Quirog</p>	<ul style="list-style-type: none"> • Prepare Activity Design; • Prepare and publish memo; • Contacts the sponsor/hosts of the ManCom meeting for arrangement; and, • Prepare and awards resolution of commendation to the host immediately after the ManCom
Logistics	<p>Luis S. Alajar, Jr.</p> <p>Lou-Ann J. Cultura</p> <p>Rosie Salupado</p> <p>Imelda Bentillo</p>	<ul style="list-style-type: none"> • Ensure the set-up of logistics prior to the conduct of ManCom meeting in coordination with the host (program, DLP, white board and whiteboard pen, laptop, tarpaulin, etc); and, • Prepare and set-up logistics in the event the Division is the host

2. This Order shall take effect immediately until revoked.
3. For compliance.

Copy furnished:
Records Section
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TO BE POSTED IN THE WEBSITE