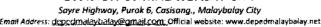


DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY





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

Jed-MALAYBALAY CITY DIVISION RELEASED

FEB 1 3 2015 Time: 2:16 PM

FROM : EDILBERT & L. OPLENARIA

Schools Division Superintendent

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

1.1. Division MANCOM Secretariat

Function	Name	Duties and Responsibilities
Chairman	Rachel Valde	 Records the minutes of the ManCommeetings Consolidates and finalizes the minutes as submitted by the co-chairman and members Establish and maintain a folder of the minutes of the meetings with the attendance sheet
Co-Chairman	Amor Celeste Rojas	Performs the duties and responsibilities of the chairman in case of absence or on official travel
Members	Marylan Tandog Juan Bacang Ella Rabino Ricky Barcena Sharon Bongocan Flavio Alas, Jr. Rogelio Miñoza	 Coordinate with the Schools Division Superintendent, EPS, and Section Heads for the listing and outlining of the agenda Provide a final list/outline of the agenda to the Schools Division Superintendent and Administrative Officer at least one (1) day before the scheduled ManCom Prepare the attendance sheet and facilitate in the registration of attendance of the ManCom members Records the minutes of the meeting Record the issues and concerns arising during the meeting List down important matters to be acted upon by the office/section/concerned personnel or actionables; Give the list of actionables to the

DEPARTMENT OF EDUCATION



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Soyre Highway, Purok 6, Casisang., Malaybalay City
Email Address: appedmalaybalay@gmail.com. Official website: www.depedmalaybalay.net

Superintendent 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	Maria Concepcion	Reproduce copies of the minutes submitted
Dispenser	Reyes	by the Secretariat;
	Ana Belen S. Muring, Ph.D. Josie D. Zamora	 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	Analy L. Ocier Ralph T. Quirog	 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	Luis S. Alajar, Jr. Lou-Ann J. Cultura Rosie Salupado Imelda Bentillo	 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 A0 File

TO BE POSTED IN THE WEBSITE