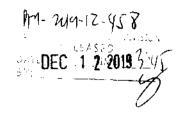


## Republic of the Philippines Department of Education DIVISION OF MALAYBALAY CITY



	N MEMORANDUM √√?, s. 2019		
То:	Chief Education Su	Division Superintendent upervisors, CID and SGOD and Secondary School Heads ned	
From:	VICTORIA V. GA pySchools Division S	AZO PhD, CESO V superintendent	
Date:	December 12, 2019		
Subject:	MANAGEMENT COMMITTEE MEETING		
and School	ol Heads are hereby dire a at Bukidnon National	nior Education Program Specialists, Ad hoc committees ected to attend on December 17, 2019 (Tuesday), 8:00 am High School LPT Hall, Malaybalay City.  oc committees are hereby created:	
	Secretariat:	Marsfifth M. Mamawag Woodrow Wilson B. Merida Ria K. Alcuizar	
	Kit:	Manuel D. Dinlayan III Paterno T. Padua Jr. Lucilyn M. Cahucom	
	Hall Preparation:	DAPSSHI Officers	
	After Care:	PESHA Members	
3.	Enclosed is the matrix of the activity.		
4.	Meals, transportation and other incidental expenses of the participants shall		

be charged to school funds subject to usual accounting and auditing rules.

- 5. Participants are expected to be in their Christmas inspired attire.
- 6. Should there be queries, contact **WOODROW WILSON B. MERIDA**, Senior Education Program Specialist Human Resource Development at **09178122754**.

Enclosure:

As stated

Copy furnished: Records Unit HRD



## Republic of the Philippines Bepartment of Education DIVISION OF MALAYBALAY CITY

## MANAGEMENT COMMITTEE MEETING MATRIX

TIME	ACTIVITY	POINT PERSON	
8:00-9:00	Arrival/Registration	Secretariat	
9:00-12:00	Opening Program  1. National Anthem  2. Prayer  3. DRRM	Media Presentation Media Presentation Media Presentation	
	Preliminaries Roll Call Declaration of Quorum Presentation and approval of the previous minutes of meeting	SUNNY RAY F. AMIT Assistant Schools Division Superintendent	
	Business Proper  OSDS	VICTORIA V. GAZO PhD, CESO V Schools Division Superintendent	
	• HRMO	JUTCHELL L. NAYRA Administrative Officer V	
	Accounting Office	RHYSA CYLE C. ROSALEJOS Accountant III	
	Budget Office	SYBIL L. MAPUTI Administrative Officer V	
	• SGOD	LORENZO O. CAPACIO SGOD, Chief	
	• CID	RALPH T. QUIROG CID, Chief	
	DAPSSHI & PESPA Issues and Concern	Dr. Susan S. Olana DAPSSHI President Narita T. Padua PESPA President	
11:45-12:00	Adjournment/ Prayer	VICTORIA V. GAZO PhD, CESO V Schools Division Superintendent	
4 T T	LUNCH BREAK		
1:00-3:00	Send off Program for Mrs. Coslita K. Muring		
3:00-5:00	Christmas Party of Man Com Family		