



Republic of the Philippines  
Department of Education  
DIVISION OF MALAYBALAY CITY

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**DIVISION MEMORANDUM**

No. 458, s. 2019

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned

From: **VICTORIA V. GAZO PhD, CESO V**  
Schools Division Superintendent

Date: December 12, 2019

Subject: **MANAGEMENT COMMITTEE MEETING**

1. In line with the Management Committee Meeting, Assistant Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, Ad hoc committees and School Heads are hereby directed to attend on December 17, 2019 (Tuesday), 8:00 am to 5:00 pm at Bukidnon National High School LPT Hall, Malaybalay City.

2. The following ad hoc committees are hereby created:

Secretariat: Marsfith 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**  
**Department of Education**  
**DIVISION OF MALAYBALAY CITY**

**MANAGEMENT COMMITTEE MEETING MATRIX**

<b>TIME</b>	<b>ACTIVITY</b>	<b>POINT PERSON</b>
8:00-9:00	<b>Arrival/Registration</b>	Secretariat
	<b>Opening Program</b> 1. National Anthem 2. Prayer 3. DRRM	Media Presentation Media Presentation Media Presentation
	<b>Preliminaries</b> Roll Call Declaration of Quorum Presentation and approval of the previous minutes of meeting	<b>SUNNY RAY F. AMIT</b> Assistant Schools Division Superintendent
9:00-12:00	<b>Business Proper</b> <ul style="list-style-type: none"> <li>• OSDS</li> <li>• HRMO</li> <li>• Accounting Office</li> <li>• Budget Office</li> <li>• SGOD</li> <li>• CID</li> <li>• DAPSSHI &amp; PESPA Issues and Concern</li> </ul>	<b>VICTORIA V. GAZO PhD, CESO V</b> Schools Division Superintendent  <b>JUTCHELL L. NAYRA</b> Administrative Officer V  <b>RHYSA CYLE C. ROSALEJOS</b> Accountant III  <b>SYBIL L. MAPUTI</b> Administrative Officer V  <b>LORENZO O. CAPACIO</b> SGOD, Chief  <b>RALPH T. QUIROG</b> CID, Chief  <b>Dr. Susan S. Olana</b> DAPSSHI President <b>Narita T. Padua</b> PESPA President
11:45-12:00	Adjournment/ Prayer	<b>VICTORIA V. GAZO PhD, CESO V</b> Schools Division Superintendent
	<b>LUNCH BREAK</b>	
1:00-3:00	Send off Program for Mrs. Coslita K. Muring	
3:00-5:00	Christmas Party of Man Com Family	