



UNM-2020-01-05
 DIVISION OF MALAYBALAY CITY DIVISION
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Republic of the Philippines
Department of Education
 Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

MEMORANDUM

TO: Sunny Ray F. Amit
 Jutchel L. Nayra
 Ralph T. Quirog
 Lorenzo O. Capacio
 Florabelle R. Porras
 Anil U. Quindala
 Pamela L. Astudillo
 Jocardo B. Desalan

Don A. Deximo
 Louella Christie S. Toylo
 Leizel Jane L. Padrones
 Gilbert Jade D. Ahictin
 Evelyn Joy V. Don
 Julius Florente L. Astudillo
 Michael Angelo D. Deslate

FROM: VICTORIA V. GAZO, Ph.D., CESO-V
 Schools Division Superintendent

DATE: January 7, 2020

SUBJECT: PLANNING AND TECHNICAL WORKING COMMITTEE FOR THE QMS AWARENESS: AN ORIENTATION-WORKSHOP ACTIVITY

1. For effective and efficient implementation of the QMS Awareness: An Orientation-Workshop on January 23, 2020 at a venue to be announced later, this Office hereby designates you to serve in the Planning and Technical Working Committee, to wit:

Planning Committee

Position	Names	Functions
Chairperson	Victoria V. Gazo, Ph.D.	<ul style="list-style-type: none"> • Manage the planning, implementation, monitoring and evaluation of the activity • Supervise the performance of task of the Technical and Working Committees
Co-Chairperson	Sunny Ray F. Amit	
Members:	Jutchel L. Nayra Ralph T. Quirog Lorenzo O. Capacio	

Technical Committee

Position	Names	Functions
Chairperson	Jutchel L. Nayra	<ul style="list-style-type: none"> • Prepare the Training Design and other procurement documents, memorandum, among others • Ensure the implementation of the activity
Co-Chairperson	Florabelle R. Porras	
Members	Anil U. Quindala Pamela L. Astudillo	



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Working Committees	Names	Functions
Registration and Secretariat	Chairperson: Florabelle R. Porras Co-Chairperson: Anil U. Quindala Member: Jocardo B. Desalan	<ul style="list-style-type: none"> • Prepare and secure the Attendance Sheets • Prepare the forms and materials for the workshop • Prepare the Certificates for the Participants and Committees • Record the proceedings of the activity • Prepare and administer the training evaluation
Program	Chairperson: Don A. Deximo Co-Chairperson: Louella Christie S. Toylo Member: Leizel Jane L. Padrones	<ul style="list-style-type: none"> • Prepare, produce and facilitate the conduct of the Program • Assist the Resource Speaker during the lecture presentation and workshop activity • Prepare the electronic copies of the QMS handouts and templates
Logistics, Media and Documentation	Chairperson: Paul John P. Arias Co-Chairperson: Pamela L. Astudillo Member: Gilbert Jade D. Abictin	<ul style="list-style-type: none"> • Prepare and set-up the logistics (e.g. laptop, DLP, screen, extension wires) • Prepare the media presentation for the preliminaries (e.g. invocation, national anthem) • Take photos and video clips of the activity for documentation purposes
Meals, Venue, Sound System, Physical Arrangement, and Transportation	Chairperson: Evelyn Joy V. Don Co-Chairperson: Julius Florente L. Astudillo Member: Michael Angelo D. Deslate	<ul style="list-style-type: none"> • Coordinate for the menu, venue, sound system and physical arrangement • Prepare floor plan lay-out and coordinate with the venue for the physical set-up • Arrange and coordinate for the transportation of the logistics and materials for the training

2. For compliance.

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