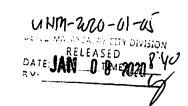


Republic of the Philippines

Department of Education

Region X- Northern Mindanao DIVISION OF MALAYBALAY CITY



MEMORANDUM

TO:

Sunny Ray F. Amit

Jutchel L. Nayra Ralph T. Onirog Lorenzo O. Capacio Florabelle R. Porras

Anil U. Quindala Pamela L. Astudillo

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

Jocardo B. Desalan

FROM:

VICTORIA V. GAZO, Ph.D., CESO V

Schools Division Superintendent Schools

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.	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	Prepare the Training Design and other procurement documents.
Co-Chairperson	Florabelle R. Porras	
Members	Anil U. Quindala Pamela L. Astudillo	memorandum, among others • Ensure the implementation of the activity



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Working Committees	Names	Functions
Registration and Secretariat	Chairperson: Florabelle R. Porras Co-Chairperson: Anil U. Quindala Member: Jocardo B. Desalan	 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	 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. Ahictin	 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	 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.

Copy furnished: **Records Unit** AO File

TO BE POSTED IN THE DIVISION WEBSITE