



Republic of the Philippines
Department of Education
 Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

LNMT-2020-01-15
 JAN 21 2020

MEMORANDUM

TO:

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| Rhysa Cyle C. Rosalejos | Anil U. Quindala |
| Sibyl L. Maputi | Gilbert Jade D. Ahictin |
| Jutchel L. Nayra | Pamela L. Astudillo |
| Darvy C. Daguimol | Novilyn G. Palma |
| Florabelle R. Porras | Anavella Rivera |
| Rufelia J. Limbengco | Ariel D. Garcia |
| Atty. Wincerbogne L. Pesisano | Faith Amorelle P. Go |
| Paul John P. Arias | Jerson A. Dayoc |
| Shella Novie A. Canson | Sunshine C. Gamboa |
| Louella Christie S. Toylo | Jocardo B. Desalan |
| Brayan B. Garces | Glaive May J. Dublas |
| Leizel Jane L. Padrones | John F. Daguinotas |
| Jona Borres | |

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

DATE: January 20, 2020

SUBJECT: **PLANNING AND TECHNICAL WORKING COMMITTEE FOR THE CAPABILITY BUILDING FOR NON-TEACHING EMPLOYEES IN SCHOOLS**

1. For effective and efficient implementation of the **Capability Building for Non-Teaching Employees in Schools on February 5-6, 2020** at Sophie Red Hotel, Jasaan, Misamis Oriental, 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	Jutchel L. Nayra	
Members:	Rhysa Cyle C. Rosalejos Sibyl L. Maputi	

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	Chairperson: Shella Novie A. Canson Co-Chairperson: Novilyn G. Palma Member: Anavella V. Rivera	<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
Secretariat	Chairperson: Sunshine C. Gamboa Co-Chairperson: Maria Liezel Q. Damasco Member: Rufelia J. Limbengco	<ul style="list-style-type: none"> • Record the proceedings of the activity • Prepare and administer the training evaluation
Program	Chairperson: Pamela L. Astudillo 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 and Media	Chairperson: Paul John P. Arias Co-Chairperson: Gilbert Jade D. Ahictin Member: Ariel D. Garcia	<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)
Documentation	Chairperson: Brayan Garces Co-Chairperson: Glaive May J. Dublas Member: Jona A. Borres	<ul style="list-style-type: none"> • Take photos and video clips of the activity for documentation purposes
Meals and Venue	Chairperson: Florabelle R. Porras Co-Chairperson: Anil U. Quindala Member: Amorelle Faith P. Go	<ul style="list-style-type: none"> • Coordinate for the menu, venue and physical arrangement
Sound System, Physical Arrangement	Chairperson: Jocardo B. Desalan Co-Chairperson: John F. Daguinotas Member: Cyndilbert G. Oplenaria	<ul style="list-style-type: none"> • Prepare floor plan lay-out and coordinate with the venue for the physical set-up



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Transportation	Chairperson: Wincerbogne L. Pesisano Co-Chairperson: Jerson A. Dayoc Member: Darvy C. Dagumol	• Arrange and coordinate for the transportation of the logistics and materials for the training
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2. For compliance.

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