



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

UNM 2020-02-33  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE 26 2020 BY: *[Signature]*

**MEMORANDUM**

**TO:** **Ralph T. Quirog**  
**Lorenzo O. Capacio**  
**Jutchel L. Nayra**  
**Sibyl L. Maputi**  
**Florabelle R. Porras**  
**Rhysa Cyle C. Rosalejos**  
**Paul John P. Arias**  
**Guia Ma. G. Villahermosa**  
**Emelyn D. Razo**  
**Pamela L. Astudillo**  
**Louella Christie S. Toylo**  
**Manuel D. Dinlayan II**  
**Paterno T. Padua, Jr.**  
**Lucilyn M. Cahucom**  
**Darvy C. Daguimol**

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

**DATE:** February 26, 2020

**SUBJECT: PLANNING AND TECHNICAL WORKING COMMITTEE FOR THE QMS ACTIVITIES**

1. For effective and efficient implementation of the QMS Activities on March 3 – 4, 2020 (Gap Assessment Activity) at Loiza's Pavilion, Casisang, Malaybalay City and March 5 & 6, 2020 (Document Records Control Training) at BNHS LPT Hall, Fortich Street, Malaybalay City,



Purok 6, Casisang, Malaybalay City  
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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"><li>• Manage the planning, implementation, monitoring and evaluation of the activity</li><li>• Supervise the performance of task of the Technical and Working Committees</li></ul>
Co-Chairperson	Jutchel L. Nayra	
Members:	Ralph T. Quirog Lorenzo O. Capacio	

*Technical Committee*

Position	Names	Functions
Chairperson	Jutchel L. Nayra	<ul style="list-style-type: none"><li>• Prepare the Training Design and other procurement documents, memorandum, among others</li><li>• Ensure the implementation of the activity</li></ul>
Co-Chairperson	Sibyl L. Maputi	
Members	Florabelle R. Porras Rhysa Cyle C. Rosalejos Paul John P. Arias	

Working Committees	Names	Functions
Registration and Secretariat	Chairperson: Guia Ma. G. Villahermosa Co-Chairperson: Sibyl L. Maputi Member: Emelyn D. Razo	<ul style="list-style-type: none"><li>• Prepare and secure the Attendance Sheets</li><li>• Prepare the forms and materials for the workshop</li><li>• Prepare the Certificates for the Participants and Committees</li><li>• Record the proceedings of the activity</li><li>• Prepare and administer the training evaluation</li></ul>
Program	Chairperson: Rhysa Cyle C. Rosalejos Co-Chairperson: Pamela L. Astudillo	<ul style="list-style-type: none"><li>• Prepare, produce and facilitate the conduct of the Program</li></ul>



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	Member: Louella Christie S. Toylo	<ul style="list-style-type: none"><li>• Assist the Resource Speaker during the lecture presentation and workshop activity</li><li>• Prepare the electronic copies of the QMS handouts and templates</li></ul>
Logistics, Media and Documentation	Chairperson: Paul John P. Arias Co-Chairperson: Manuel D. Dinlayan II Member: Paterno T. Padua, Jr.	<ul style="list-style-type: none"><li>• Prepare and set-up the logistics (e.g. laptop, DLP, screen, extension wires)</li><li>• Prepare the media presentation for the preliminaries (e.g. invocation, national anthem)</li><li>• Take photos and video clips of the activity for documentation purposes</li></ul>
Meals, Venue, Sound System, Physical Arrangement, and Transportation	Chairperson: Florabelle R. Porras Co-Chairperson: Lucilyn M. Cahucom Member: Darvy C. Daguimol	<ul style="list-style-type: none"><li>• Coordinate for the menu, venue, sound system and physical arrangement</li><li>• Prepare floor plan lay-out and coordinate with the venue for the physical set-up</li><li>• Arrange and coordinate for the transportation of the logistics and materials for the training</li></ul>

2. For compliance.

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