



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

UNM 2020-03-044
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 MAR: 06 2020
 BY: _____

MEMORANDUM

TO: Rhysa Cyle C. Rosalejos, CPA *Accountant III*
 Alvin John D. Labata *Contract of Service*
 Cherry Faye T. Peligrino *Administrative Assistant II*
 Junnie Von B. Tandayag *Administrative Assistant II*
 Clementina O. Madronero *Administrative Assistant III*
 Janice M. Bautista *Administrative Assistant III*
 Janine M. Nericoa *Administrative Assistant III*
 Jessah Mae M. Gordo *Administrative Assistant III*
 Joseph L. Garcia *Administrative Assistant III*
 Nelly L. Salga *Administrative Assistant III*
 Roxel G. Oplenaria *Administrative Assistant III*
 Nemsie C. Salvo *Administrative Aide*

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

DATE: March 4, 2020

SUBJECT: **PLANNING AND TECHNICAL WORKING COMMITTEE FOR THE SEMINAR ON GOVERNMENT ACCOUNTING AND SKILLS TRAINING FOR FINANCE PERSONNEL**

1. To ensure effective implementation of the Seminar on Government Accounting and Skills Training on March 17-20, 2020 at Saddle Ridge Camp, Dahilayan, Manolo Fortich Bukidnon, a Planning and Technical Working Committee is hereby created with their corresponding duties, to wit:

Overall Steering

Position	Names	Functions
Chairman	Victoria V. Gazo, PhD	-Provides support, guidance and oversight the progress of the activity. -Delegate and supervise the task of the committees.
Co-Chairman	Rhysa Cyle C. Rosalejos	

Food, Accommodation and Venue

Position	Names	Functions
Chairman	Jessah Mae M. Gordo	-Arrange all practical elements of the activity, including its venue and food.
Co-Chairman	Clementina O. Madronero	
Member	Alvin John D. Labata	-Make room assignments of the participants.



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Logistics, Registration and Evaluation

Position	Names	Functions
Chairman	Junnie Von B. Tandayag	-Prepare and secure the attendance sheets and evaluation forms of the participants. -Take care of the training kit needed for the training. -Prepare the Certificates for the speakers, participants and committees.
Co-Chairman	Cherry Faye T. Peligrino	
Member	Roxel G. Oplenaria Nemsie C. Salvo	

Program

Position	Names	Functions
Chairman	Janine M. Nericoa	-Host and manage the whole duration of the training. -Assist the speaker during discussions and workshop.
Co-Chairman	Janice M. Bautista	

Team Building

Position	Names	Functions
Chairman	Joseph L. Garcia	-Coordinate a plan for suitable activities for the training.
Co-Chairman	Nelly L. Salga	

2. For information, guidance, and compliance.

Copy Furnished:

Records Section
Accounting Section

TO BE POSTED ON WEBSITE



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