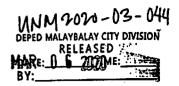


Republic of the Philippines

Bepartment of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY



MEMORANDUM

TO:

Rhysa Cyle C. Rosalejos, CPA

Alvin John D. Labata

Cherry Faye T. Peligrino Junnie Von B. Tandayag

Clementina O. Madronero

Janice M. Bautista Janine M. Nericoa Jessah Mae M. Gordo Joseph L. Garcia Nelly L. Salga

Roxel G. Oplenaria

Nemsie C. Salvo

Accountant III

Contract of Service

Administrative Assistant II

Administrative Assistant II

Administrative Assistant III

Administrative Assistant III Administrative Assistant III

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

ACCOUNTING AND SEMINAR ON GOVERNMENT

TRAINING FOR FINANCE PERSONNEL

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
Co-Chairman	Rhysa Cyle C. Rosalejos	progress of the activity.
		-Delegate and supervise the task of the
		committees.

Food. Accommodation and Venue

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



Purok 6, Casisang, Malaybalay City Telefax (088) 314-0094

Email: Malaybalay.city@gmail.com



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Logistics, Registration and Evaluation

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

Program

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

Team Building

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

2. For information, guidance, and compliance.

Copy Furnished:

Records Section
Accounting Section

TO BE POSTED ON WEBSITE

Purok 6, Casisang, Malaybalay City Telefax (088) 314-0094 Email: Malaybalay.city@gmail.com