



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

DM2020-7-290  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: JUL 24 2020 4:17  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 290 s. 2020

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
All Others Concerned  
THIS DIVISION

For the Schools Division Superintendent:

From: **SUNNY RAY F. AMIT**  
Assistant Schools Division Superintendent

Subject: **Division Information Management System Committee  
Organization**

Date: July 24, 2020

1. This is to inform all concerned on the organization of the Division Information Management System Committee for the following purposes:
  - a. Establish and operationalize the Division's online data/information collection and management system for all elementary, secondary, learning centers, districts and units in the Division Office; and
  - b. Provide real time profile of all unit levels in terms of the Division/Regional and Central Office programs, activities and projects.
2. The Committee shall be composed of the following selected personnel from the School Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID) in coordination with the Information Technology Section of the Office of the Schools Division Superintendent to perform the function(s) as indicated:

**a. Content Development**

**SGOD**

1. Edelina Eborra

**CID**

1. Liza Balintongog





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- |                       |                     |
|-----------------------|---------------------|
| 2. Novem A. Sescon    | 2. Noel Tan Nery    |
| 3. Vicente San Miguel | 3. Evernold Berial  |
| 4. Rio Arbutante      | 4. Jasmin Adriatico |

- i. Identify/Enumerate the information/data required from all elementary, secondary, learning centers and districts;
- ii. Determine the current and special programs, activities, projects involving all elementary, secondary, learning centers and districts for status and progress monitoring and evaluation;
- iii. Determine and formulate the status and progress monitoring and evaluation tool for the identified special programs, activities and projects involving all elementary, secondary, learning centers and districts for status and progress monitoring and evaluation;

**b. Interface Design and Controls**

**SGOD**

1. Paterno Padua
2. Jimdandy Lucine
3. Lucilyn Cahucom

**CID**

1. Luis Alajar
2. Manny Pimentel
3. Manuel Dinlayan II

- i. Determine the appropriate webpage interface design and controls for all prospective users; and
- ii. Submit the same for Coding, Testing and Website Management.

**c. Coding, Testing and Website Management**

**ITO**

Paul John Arias

**ASDS**

Sunny Ray F. Amit

**SGOD**

Lorenzo Capacio  
Novem Sescon

**CID**

Ralph T. Quirog  
Jovy Molina

- i. Translate the approved interface design and controls into webpage(s);





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- ii. Conduct testing of the webpage and database utilization with the Information Communication Technology (ICT) Officer of all elementary, secondary, learning center and districts; and
  - iii. Orient school heads, teachers and non-teaching personnel on the use and management of the Division Information Management System.
3. Relative to these purpose, an orientation of all concerned shall be conducted on July 27, 2020 at 8:00 o'clock in the morning at the Division LRMD.
4. Immediate and wide dissemination of this memorandum is enjoined.

