



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

UNM- 2021-12-134  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: DEC 01 2021  
TIME: 1:17 pm

**MEMORANDUM TO:**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors SGOD and CID  
Public Schools District Supervisor  
Education Program Supervisors  
Unit and Section Heads  
Elementary and Secondary School He3ds  
All Others Concerned  
This Division

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

**DATE:** November 29, 2021

**SUBJECT: DIVISION TECHNICAL COMMITTEE ON THE 3-DAY VIRTUAL SEMINAR-WORKSHOP ON BASIC AND ADVANCED MICROSOFT EXCEL TECHNIQUES**

1. Relative to the upcoming 3-day Virtual Seminar-Workshop on Basic and Advanced Microsoft Excel Techniques for division personnel on December 1-3, 2021, at 8:00 am. This Office informs the field of the composition of the Technical Working Committee for the above-mentioned purpose.

2. To ensure adherence to health Protocols set by the Inter-Agency Task Force (IATF) and the Department of Health all speakers and division technical committee are enjoined to come wearing a face mask in the activity and must observe physical distancing at all times.

3. Attached is the complete list of committees and participants for reference.

4. For clarification and information, contact Manuel D. Dinlayan II, Administrative Officer V at 09178804817.

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To be Published



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Enclosure 1 of Division Memorandum 154 s.2021

Committees	Composition	Function
Over-all Steering Committee	Chairman: Victoria V. Gazo, PhD, CESO V Co-Chairman: Aliena S. Dajay, PhD, CESE	Oversee the planning, preparation and implementation of the activity
Light and Sounds	Chairman: Manuel D. Dinlayan II, DPA Co-Chairman: Gliocy R. Bacasmot	Check the sound system and lights.
Program and Host	Chairman: Glaive May J. Dublas Co-Chairman: Dave M. Feliciano	Prepare, disseminate the program, invitation and host the activity
Documentation	Chairman: Irish J. Cagatcagat Co-Chairman: Jenilyn P. Canonigo	Compile, distribute certificates, Keep a record of attendance sheet and Registration form
HRTD Representative	Chairman: Woodrow B. Merida	Monitor the whole flow of the program.
Monitoring and Evaluation	Chairman: Mary Gladys Dublas	Evaluation of the conduct of Program using the tool.
Health Protocol	Chairman: Dr. Marcela S. Panganiban	Lead the health protocol
Food	Chairman: Florabelle R. Porras	Facilitate of Foods



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**LIST OF OFFICIAL PARTICIPANTS**

1	Irish J. Cagatcagat	OSDS-Administrative Services
2	Jenilyn P. Canonigo	OSDS-Administrative Services
3	Flora Mhae D. Cavan	OSDS- Cash Unit
4	Jayson C. Monteseven	OSDS- Cash Unit
5	Earl O. Maquido	OSDS- Cash Unit
6	Cheryl D. Pabillaran	OSDS- Legal Unit
7	Atty. Wincerbogne L. Pesisano	OSDS-Legal Unit
8	Ellen A. Maestrecampo	OSDS- BAC
9	Joeril C. Labita	OSDS -BAC
10	Brayan R. Garces	SDS
11	Khessandra Lou M. Astudillo	SDS
12	Glaive May J. Dublas	ASDS
13	Jam Melissa O. Improgo	OSDS-Records Section
14	Gliecy R. Bacasmot	OSDS- Records Section
15	Jonathan E. Garan	OSDS- Records Section
16	Guia Ma. G. Villahermosa	OSDS- Personnel Section
17	Sunshine C. Gamboa	OSDS-Personnel Section
18	Ruel T. Brigole	OSDS-Personnel Section
19	Evelyn Joy V. Don	OSDS-Personnel Section
20	Novilyn G. Palma	OSDS- Personnel Section
21	Aprille Mae H. Bandong	OSDS- Personnel Section
22	Bonna B. Lincasan	OSDS- Personnel Section
23	Joecardo B. Desalan	OSDS- Personnel Section
24	Evangeline P. Bahian	OSDS-Property & Supply Unit
25	Neil Mar B. Cruzado	OSDS-Property & Supply Unit
26	King James T. Branzuela	OSDS- Property & Supply Unit
27	Alex C. Paldon Jr.	OSDS- Property & Supply Unit
28	Darvy C. Daguimol	OSDS- Property & Supply Unit
29	Dr. Marcela S. Panganiban	SGOD- Health Section
30	Dave M. Feliciano	OSDS-IT Unit
31	Ariel D. Garcia	OSDS- Property & Supply Unit
32	Mayela Lou A. Mellomida	OSDS-Budget Unit
33	Shella Novie A. Canson	OSDS-Budget Unit



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