



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

UNM 2021-12-141  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE DEC 20 2021 9:20  
BY: \_\_\_\_\_

**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:** December 17, 2021

**SUBJECT:** QUALITY MANAGEMENT SYSTEM (QMS) MANAGEMENT  
REVIEW FOR OFFICE OF THE SCHOOLS DIVISION  
SUPERINTENDENT (OSDS)

1. Relative to the upcoming 1-day QMS Management Review 2021 for Office of the Schools Division Superintendent personnel on December 21, 2021, 9 a.m. at Nueva Villa Resort, Barangay Kalasungay, Malaybalay City. 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 participants 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.

Copy furnished:  
*AO file*  
*Records file*

To be Published



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No: (088) 314-0094 Telephone No. 088-813-1246  
Email Address: malaybalay.city@deped.gov.ph



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

Enclosure 1 of Division Memorandum \_\_\_\_\_ 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
Lights, Sounds and Technical Set-up	Chairman : Ariel Garcia Co-Chairman : King James Branzuella Members : Dave Feliciano : Neil Mar Cruzado	Check the sound system and lights.
Program and Host	Chairman : Ruel Brigole Co-chairman : Aprille Mae Bandong Members : Mayela Lou Mellomida : Glaive Dublas	Prepare, disseminate the program, invitation and activity host
Documentation	Chairman : Jocardo Desalan Co-Chairman: : Jenilyn Canonigo Member : Earl Maquido	Compile and distribute certificates, Keep a record of attendance sheet and Registration form
Prizes	Chairman : Rufelia Limbengco Co-Chairman : Flora Mae Cavan Members : Jayson Monteseven : Shella Novie Canson	Prepare for the giveaways and for winning activities/games
Activities	Chairman : Gliocy R. Bacasmot Co-Chairman : Evangeline Bahian Members : Joeril Labita : Irish Cagatcagat : Jerson Dayoc : Jonathan Garan : Jun Feraud Maquido : Almira Nabor	Facilitate of fun games/activities for the camaraderie's of the employees .
Decoration	Chairman : Bonna Lincasan Co-chairman : Jam Melissa Improgo Members : Flora Mae Cavan : Alex Paldon Jr. :Anavella Rivera	Design and Set-up the general physical ambiance
Food	Chairman : Florabelle R. Porras Co-Chairman : Novilyn Palma Members : Sibyl Maputi :Cyndilbert Oplinaria : Irish Cagatcagat	Facilitate of Foods and Snacks



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No: (088) 314-0094 Telephone No. 088-813-1246  
Email Address: malaybalay.city@deped.gov.ph



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

Enclosure 1 of Division Memorandum \_\_\_\_\_ s.2021

**LIST OF OFFICIAL PARTICIPANTS**

1	Manuel D. Dinlayan	OSDS-Administrative Services
2.	Irish J. Cagatcagat	OSDS-Administrative Services
3.	Jenilyn P. Canonigo	OSDS-Administrative Services
4	Rufelia J. Limbengco	OSDS -Cash Unit
5	Flora Mhae D. Cavan	OSDS- Cash Unit
6	Jayson C. Monteseven	OSDS- Cash Unit
7	Earl O. Maquido	OSDS- Cash Unit
8	Cheryl D. Pabillaran	OSDS- Legal Unit
9	Atty. Wincerbogne L. Pesisano	OSDS-Legal Unit
10	Pamela Astudillo	OSDS-BAC
11	Ellen A. Maestrecampo	OSDS- BAC
12	Joeril C. Labita	OSDS -BAC
13	John Daguinotas	OSDS -BAC
14	Brayan R. Garces	SDS
15	June Feraud Codino	SDS
16	Glaive May J. Dublas	ASDS
17	Florabelle Porras	OSDS-Records Section
18	Jam Melissa O. Improgo	OSDS-Records Section
19	Gliecy R. Bacasmot	OSDS- Records Section
20	Jonathan E. Garan	OSDS- Records Section
21	Jerson Dayoc	OSDS-Records Section
22	Guia Ma. G. Villahermosa	OSDS- Personnel Section
23	Sunshine C. Gamboa	OSDS-Personnel Section
24	Ruel T. Brigole	OSDS-Personnel Section
25	Evelyn JoyV. Don	OSDS-Personnel Section
26	Novilyn G. Palma	OSDS- Personnel Section
27	Aprille Mae H. Bandong	OSDS- Personnel Section
28	Bonna B. Lincasan	OSDS- Personnel Section
29	Joecardo B. Desalan	OSDS- Personnel Section
30	Cyndilbert Oplenaria	OSDS- Personnel Section
31	Almira Nabor	OSDS- Personnel Section
32	Anavella Rivera	OSDS- Personnel Section
33	Evangeline P. Bahian	OSDS-Property & Supply Unit
34	Neil Mar B. Cruzado	OSDS-Property & Supply Unit
35	King James T. Branzuela	OSDS- Property & Supply Unit



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No: (088) 314-0094 Telephone No. 088-813-1246  
Email Address: malaybalay.city@deped.gov.ph



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

36	Alex C. Paldon Jr.	OSDS- Property & Supply Unit
37	Darvy C. Daguimol	OSDS- Property & Supply Unit
38	Ariel D. Garcia	OSDS- Property & Supply Unit
39	Paul John Arias	ICT Unit
40	Dave Feliciano	ICT Unit
41	Mayela Lou A. Mellomida	OSDS-Budget Unit
42	Shella Novie A. Canson	OSDS-Budget Unit
43	Sibyl L. Maputi	OSDS- Budget Unit
44	Randy Allado	General Services
45	Melanie Romarate	General Services
46	Cyril Camunhay	General Services
47	Analiza Diaz	General Services
48	Romel Lofranco	General Services
49	Keith Vendor	General Services
50	Claudio Egan	General Services
51	New Dream Manguiran	General Services
52	Edgar Blasé	General Services
53	Evangeline Marbasa	General Services
54	Ferie Jones Agoy-oy	General Services



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No: (088) 314-0094 Telephone No. 088-813-1246  
Email Address: malaybalay.city@deped.gov.ph