



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
Division of Malaybalay City

UNM-2023-01-002  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
JAN 05 2023 me: 11-28  
By:                     

**MEMORANDUM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned

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

Date: January 5, 2023

Subject: **TECHNICAL WORKING COMMITTEE IN THE CONSOLIDATION OF DATA AND PREPARATION OF PRESENTATION OF DIVISION EDUCATION DEVELOPMENT PLAN (DEDP)**

1. In line with the consolidation of data and preparation of presentation of the Division Education Development Plan this Office creates the Technical Working Committee (TWC) and their respective duties and responsibilities to wit:

<i><b>FUNCTION</b></i>	<i><b>PERSON INVOLVED</b></i>	<i><b>DUTIES AND RESPONSIBILITIES</b></i>
Overall Chairman of the Technical Working Committee	Aliena S. Dajay Assistant Schools Division Superintendent	Supervise the preparation and submission of the Division Education Development Plan
Content Editor	Lorenzo O. Capacio, EdD SGOD Chief Ralph T. Quirog Chief, CID	Lead in editing the content of the DEDP
Chairman of the Consolidation of Data and	Ria K. Alcuizar	➤ Perform the consolidation of data and overall organization of the DEDP



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Organization of DEDP		
Grammar and sentence construction editor	Rachel R. Valde	Perform the editing of the DEDP in terms of grammar, sentence construction and paragraph coherence
Formats and Style Editor	Rio G. Arbutante	Perform the editing of the DEDP in terms formats and styles
Tarpaulin	Vicente G. San Miguel Gretchen V. Catane	Perform the preparation and printing of DEDP Tarpaulin
Script Writer	Dindo M. Gabales	Coordinate with the SDS and write the script for the presentation of the DEDP
Video Presentation Editors	Woodrow Wilson B. Merida Karl Louis Pagaran Paterno T. Padua Jr Jimdandy Lucine	Perform video recording and video editing and finalization of the DEDP presentation

2. Softcopy of the draft of the DEDP will be sent to your messenger account. Submission of output will be on or before January 7, 2023.

Copy furnished:  
Records Unit  
Planning and Research



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