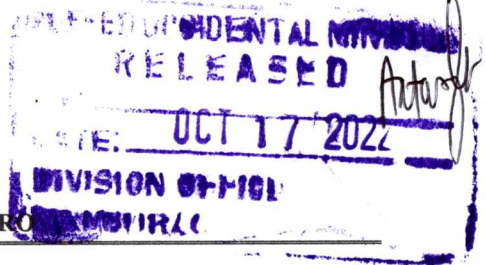




Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

October 10, 2022

DIVISION MEMORANDUM

No. 000382, s. 2022

HOSTING OF THE REGIONAL MANAGEMENT COMMITTEE MEETING

**To : OIC-Office of the Asst. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Division Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned**

1. Per Memorandum from the Office of the Regional Director, Dr. Nicolas T Capulong, CESO III, Director IV, there will be a Regional Management Committee Meeting on October 19-20, 2022 at Mamburao, Occidental Mindoro.
2. Relative to this, the School Division of Occidental Mindoro shall facilitate the hosting of the said activity, as well as its preparatory, including the planning conference, and the post-assessment activities on October 14, 17-18, and 21, 2022.
3. Participants to the planning, hosting, and post-assessment activities are the Executive Committee Members, the Division and District Supervisors, Section and Unit Heads, Officers and select-staff of the School Governance and Operations, Curriculum Implementation, and Office of the Schools Division Superintendent functional divisions.
4. The committees listed in the attachment, as well as those other committees which may be created during the planning conference shall spearhead the activities to ensure smooth conduct of the hosting of the Regional ManCom Meeting.
5. No registration fee shall be collected from the participants. All expenses relative to the aforementioned activities shall be charged to Local Funds subject to the usual government accounting and auditing rules and regulations.
6. Wide dissemination of this Memorandum is desired.


LYNN G. MENDOZA, EdD
 OIC – Schools Division Superintendent

Reference: As stated

Inclosure: As stated

To be Indicated in the Perpetual Index
 under the following Subjects:

MANAGEMENT COMMITTEE MEETING PREPARATIONS ASSESSMENT

ASDS Office_rsm/10.10.2022



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
 ☎ 0906-550-1840/0929-630-1538
 occidental.mindoro@deped.gov.ph
 📍 DepEd Tayo Occidental Mindoro

		Coordinates with the Committees on Socials and Physical Arrangement
--	--	---

COMMITTEE ON SOUNDS AND LIGHTS

Chairperson: Members:	Marquin M. Defeo Sherwin Victor R. Iledan	Ensures that sounds and lights are functioning, especially the microphones. Does testing of the equipment before the ManCom Proper. Wired microphone must likewise be available other than four or five wireless microphones. Tissue and alcohol must be secured that when mic is transferred, users may opt to spray it with the alcohol. One member to stay in the duration of the meeting to assist in the sounds, use of projector and microphone. Must have two readily available laptops, cords, connectors. Coordinates with the Committee on Socials for the use of Sounds and Lights at night (social activity). Stays alert the entire duration of the hosting.
--------------------------	--	---

COMMITTEE ON PHYSICAL ARRANGEMENT/TECHNICALS

Chairperson: Members:	Rolando V. Abeleda Herbert R. Mendoza	Coordinates with the Committee on Registration for the seating arrangement of the participants. Provides support to the Committees on Food, Programs, and Sounds for the setting requirements of the hall, for the opening program, serving snacks/meals, way out when using CR, or attending to calls. Points the exact location where network signal is good (for smart and globe). Coordinates with the Committee on Socials for the Arrangement of the main lobby. Extension wires for charging must also be secured accessible to all the pax.
--------------------------	--	---

COMMITTEE ON TRANSPORTATION

Chairperson: Members:	Victor F. Causapin Ferdinand M. Alcaraz Marnel B. Balderas Samy A. Jordan	Ensures the availability of transport vehicle for the visitors. Coordinates with protocol officers on details of itinerary and/or any changes in schedule. DepEd van, DepEd pick up, and some other personal vehicles shall be made available for any emergency situation.
--------------------------	--	---

COMMITTEE ON ACCOMMODATION

Chairperson: Members:	Maria Angelica A. Insigne Jeffrey G. Balanon One Female Utility Worker	Assign rooms for the guests. Coordinates with the Committee on Food for the supplies in the room, for Oct 19 and 20). Ensures that the toiletries, bed, bedding, towels are clean, sanitized, and readily available. When needed, water heater must also be placed inside the room. Coordinates with the hotel management for cleanliness, especially on the next day. Checks the locks, knobs, gaskets, bidet, etc. for their functionality.
--------------------------	--	---

COMMITTEE ON SOCIALIZATION

Chairperson: Members:	Aniceto N. Parojinog Ma. Lorena M. Rendon	Ensures that Socials shall run smoothly, starts on time. Coordinates with the Committee on Invitation (Sir Dennis) for the Invites (Gov, Cong, Mayor, etc). Coordinates with the Committees on Food, Physical Arrangement, Sounds for smooth service. Coordinates with Acct. Merry Ann for the Live Band, Bar, and dancers.
--------------------------	--	---

COMMITTEE ON DECORATION

Chairperson: Members:	Dennis Michael G. Abeleda Jestony E. Umali	Ensures that the hall, and lobby are prepared, well-lighted, appropriately decorated. Coordinates with the ITO and Supply Office for the tarpaulin. Consults the
--------------------------	---	--

		ExeCom for the suggestions and comments for better results. Assists in the cleaning up of the hall and lobby after the event. Seeks help from the Committee of Accommodation.
--	--	---

COMMITTEE ON GIVE-AWAYS

Chairperson: Members:	Simplicia D. Javate Eleanor C. Sumugat Dennis Michael G. Abeleda Merry Ann T. Ramirez	Ensures that each guest shall have his/her take-away gifts. Coordinates with Committee on Accommodation and Protocol Officers to ensure guests have theirs when they leave.
--------------------------	--	---

COMMITTEE ON HEALTH AND SAFETY

Chairperson: Members:	Wyn Wright E. Esperenza Portia L. Eslava Raphael John C. Serrano	Stays alert for provision of support. Provides all requirements for emergencies. Supplies a box of facemask, medicine, etc whichever are deemed necessary. Contacts local RHU/DRRM for any emergency. Reminds all to observe health and safety protocols.
--------------------------	--	---

All shall leave the hall when the Regional. Management Committee Meeting proper starts except, only when allowed, with one from the Committee on Sounds/Technical to provide support during presentations when using laptop, projector, or sounds. The Committee on Food shall stand by and get ready when snack / meals shall be served with the cue from the OIC-ASDS. The Medical Staff may stay, when allowed. Whenever possible they must position themselves near the exit door, may show the way to the rest room. Somebody from Committee on Accommodation may ensure that supply of tissue, water and hand sanitizers are readily available in the CR.

PROTOCOL OFFICERS

- | | | |
|------------------------------|---|---------------------------------|
| 1. OIC-SDS Lynn G. Mendoza | - | Regional Director |
| 2. OIC-ASDS Rodel S. Magnaye | - | Assistant Regional Director |
| 3. Raquel P. Girao | - | All Others from Regional Office |
| 4. Aniceto N. Parojinog | - | All Others from Regional Office |
| 5. Dennis Michael G. Abeleda | - | All Others from Regional Office |
| 6. Merry Ann T. Ramirez | - | All Others from Regional Office |
| 7. Myla R. Suguitan | - | Mariflor Musa |
| 8. Victor F. Causapin | - | Esmeraldo Lalo |
| 9. Marilou D. Pandiño | - | Florinda B. Dimansana |
| 10. Simplicia D. Javate | - | Melbert Bruqueza |
| 11. Shalee Y. Tadeja | - | Gloria M. Cruz |
| 12. Eloisa C. Farenas | - | Wendell Formalejo |

13. Mileson P. dela Torre - Ardee Ramilo
All others who will go to Abra De Ilog Port shall assist in welcoming the Regional ManCom participants.

For SDS/ASDS of:

14. Marinduque SDS/ASDS - Elizabeth T. Delas Alas
(via San Jose Airport) Ma. Rubynita T. Del Rosario
15. Calapan City SDS/ASDS (by land) - Jhonna I. Tajonera
16. Oriental Mindoro SDS/ASDS (by land) - Merly A. Razon
17. Puerto Princesa City SDS/ASDS - Eric C. Tañeca
(via San Jose Airport) Mary Queen T. Bernardo
18. Palawan SDS/ASDSs (via Abra) - Rosalie Tiuzen
19. Romblon SDS/ASDS (via Abra) - Emmanuel B. Flores

Protocol Officers are tasked to:

1. Ensure that the assigned guest shall be hosted properly, from their arrival until they leave the province.
2. Coordinate with the Committee on Transportation for the vehicles to be used. Engr. Taneca, and the PESPA shall take charge of the coming, and safe transport of pax from Marinduque (SDS Elsie Barrios ASDS Felix Famaran, and PPC SDS Loida Adornado and ASDS Marites Perez)
3. Accompany the guest until they reach the hotel (up to their room assignment). And assist them when they leave the hotel, especially in carrying luggages.
4. Provide the guest your contact details so he/she can seek help whenever they need it.
5. Coordinates with the Committees on Accommodation and Give-Aways for the room assignment, and their take-aways when they leave.

Note: In San Jose Airport, PESPA President Ms. Marie Rose Delos Reyes shall accompany the protocols and ManCom Members to Mamburao.

Room Accommodation:

Room Number

Occupants

RD Nick

ARD Zette

SDS Dang / SDS Susan

SDS Loida / ASDS Cynthia

ASDS Mabel / ASDS Tess

SDS Elsie / SDS Lynn

SDS Roger / ASDS Felix

SDS Malou / ASDS Rodel

ASDS Raffy / ASDS Fines

Chief Ardee / Chief Mer

Chief Wendell / Chief Melbert

Chief Glo / Chief Mariflor

Chief Flor / Dok Irene

Ms She / Ms Jen

Drivers

Jeff / Malyn