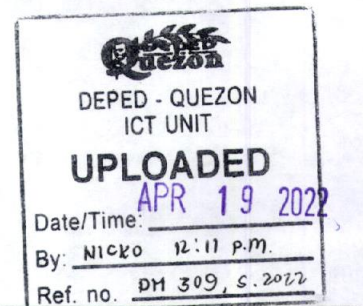




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 April 2022

DIVISION MEMORANDUM

DM No. 309, s. 2022

DIFFERENT COMMITTEES FOR THE CONDUCT OF ON-SITE REGIONAL MANAGEMENT COMMITTEE MEETING AND OATH TAKING OF NEWLY-APPOINTED THIRD LEVEL OFFICIALS

To: Assistant Schools Division Superintendents
Education Program Supervisors
Public Schools District Supervisors
Section Heads
All Others Concerned

1. The Department of Education – Schools Division Office of Quezon will host the conduct of **On-Site Regional Management Committee Meeting (MANCOM) Meeting** on Thursday, April 21, 2022, 9:00AM at Villa Escudero Plantation and Resort, KM. 91 Tiaong, Quezon.
2. The said event will be participated in by the Regional Director, Assistant Regional Director, Regional Functional Division Chiefs, Schools Division Superintendents and Assistant Schools Division Superintendents of CALABARZON.
3. The program for the event will include two parts:
Part 1: Regional ManCom Meeting (Expanded) – 9:00AM to 12Noon
Part II: Oath Taking Ceremony of Newly-Appointed 3rd Level Officials
4. In preparation for the abovementioned activity, this Office hereby announces the composition of different committees (See Attached) and the personnel who will take part in the program.
5. Strict adherence to the IATF Health Protocols and Office Health Standards must be observed in the conduct of this activity.

DEPEDQUEZON-TM-SDS-04-009-003



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6. Food, accommodation and other incidental expenses relative to the activities of different committees shall be charged against SDO Quezon MOOE subject to usual accounting and auditing procedures.

7. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

asds/gtm/04/12/2022

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Enclosure No. 1 to DM No. _____, s. 2022

**COMMITTEES FOR REGIONAL MANCOM
APRIL 21, 2022**

Chairman.....ASDS Gregorio T. Mueco

Co-Chairman.....Lorena S. Walangsumbat

Program Invitation.....Lorena S. Walangsumbat
Jee-Ann O. Borines
Joe Angelo L. Basco

Accommodation and Transportation.....Maria Dolores D. Atienza
Shiela E. Javen
Wennie O. Gaela
Arvin P. Repaso
George D. Aguila

Registration/Reception..... Sherelyn O. Pardilla
Marbin Jeramil Fragata
Atty. Rexcia Maria B. Baldeo
Jee-Ann O. Borines

Foods/Token.....Elizabeth M. De Villa
Regina V. Marino
Dra. Lala A. Tesalona

AVP/Documentation.....Wilbert B. Porteza
Oscar R. Duma Jr.
Kenneth Christian Villamiel
Wins Marian Dela Cruz

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Opening Salvo/Intermission Number.....QNHS (Select Teachers)
Recto MNHS (Select Teachers)

Physical Arrangement & Decoration.....PSDS Restituto M. Hernandez

Preparation of leis.....PSDS Ma. Lourdes C. Cabanag

Master of Ceremony.....Zaldy O. Bueno

Finances.....Edmundo R. Marin Jr.
Catherine A. Pureza

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