

DEPED-CITY DIVISION
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SAN JOSE DEL MONTE



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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January 12, 2012

DIVISION MEMORANDUM
No. 10 s.2012

To: **Education Program Supervisors**
Division Coordinators
Public Elementary/ Secondary School Principals/OICs

WORKING COMMITTEES FOR THE REGIONAL MANCOM

1. Welcoming guests is as an avenue for continued growth and an opportunity to share our most positive attributes to the visitors who are looking for a place like home.
2. It is in this light that this Office assigns education program supervisors, division coordinators and principals as chairmen and members of the working committees for the **REGIONAL MANCOM slated on February even year.**
3. It is expected that the assigned personnel in the committees shall render efficient and effective service to our distinguished guests and participants. Likewise, the committee chairman is tasked to make necessary and appropriate actions as the needs arise during the conduct of the MANCOM with proper coordination with the Executive Committee Chiefs.
4. Enclosure no. 1 contains the list of the committees for the event.
5. Wide dissemination of the contents of this Memorandum is hereby enjoined.

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DR. AMANCIO S. VILLAMEJOR JR., CESO IV
Schools Division Superintendent *h*

Inclosure No. 1 to Division Memorandum No. 10 s. 2012

COMMITTEES ORGANIZED RE EXECOM AT CSJDM IN FEBRUARY 2012 AND TO SERVE IN FUTURE DIVISION ACTIVITIES

Executive Committee

Chairman : Dr. Amancio S. Villamejor Jr. CESO IV
Schools Division Superintendent

Co-Chairman: Dr. Sol L. Cariaga
OIC-ASDS

COMMITTEE	FUNCTIONS	CHAIRMAN	MEMBERS	CONFORME
PROGRAM	<ul style="list-style-type: none"> Identifies parts of the Program Names the Program Emcees Coordinates proper flow of program activities/time management Identifies the persons/groups in charge of Icebreakers/ intermission numbers 	Mr. Marlon Daclis and Mr. Rolando Sotelo	Mrs. Angelina Lim Mr. Ramiro Gacosta Mrs. Dionisia Herrera Mr. Danilo Casas Mrs. Wilma Aquino	
INVITATION	<ul style="list-style-type: none"> Provides Name tags or table cards and identification of participants Distributes programs to participants Prepares introductory background presentations/resume of VIPs 	Miss Cynthia Berdos	Mr. Val de Leon Mrs. Theresa dela Cruz Mr. Sofronio Macawile	


COMMITTEE	FUNCTIONS	CHAIRMAN	MEMBERS	CONFORME
REGISTRATION	<ul style="list-style-type: none"> • Prepares registration papers • Checks attendance • Serves as Official Time Keeper 	Mrs. Jennifer Quinto	Mrs. Marissa Solomon Mrs. Flordeliza Limon	
FINANCE	<ul style="list-style-type: none"> • Prepares the budget allocated for the activity • Keeps the records of the expenses 	Mrs. Rebecca Zamora	Miss Elvira Villano Mrs. Dolores Lavilla Mrs. Annie Joaquin	
RECEPTION / ACCOMMODATION	<ul style="list-style-type: none"> • Identifies the persons in charge of the preparation of corsage/bouquet • Serves or assigns ushers/usherettes • Attends to and monitors the needs of participants • Serves as Information source and (Provides direction to participants) 	Dr. Levy Avanceña	Dr. Lilybeth Dasco Mrs. Teresita Padilla Mrs. Juliet Balita Mrs. Nerliza Miranda Mr. Raul Panimbatan Mrs. Miriam A. Zamora	
REFRESHMENT / FOOD	<ul style="list-style-type: none"> • Prepares healthy sumptuous and balanced snacks/menu • Budgets the amount allocated • Conducts marketing • Ensures sanitary preparation of food 	Miss Pacita Cabanalan	Mrs. Jenny Mendoza Mrs. Elvira Daza Mrs. Socorro Lindo Mrs. Dioscora Escobal Mrs. Purita Herrera	
PHYSICAL ARRANGEMENT	<ul style="list-style-type: none"> • Sees to it that the venue is properly ventilated and conducive for the activity • Is In charge of proper arrangement and accounting of tables and chairs, as well as stage props, lighting, etc. • Makes a good presentation of the presidential table • Maintains cleanliness and orderliness of the venue 	Dr. Ramon Lacanilao	Mr. Chito Reporen Mr. Darlan Grajeda, Jr. Mr. Ramon Lavilla Mr. Antonio Doncillo	

COMMITTEE	FUNCTIONS	CHAIRMAN	MEMBERS	CONFORME
<p>DECORATIONS</p>	<ul style="list-style-type: none"> • Determines the stage panorama • Relates decorations to the theme of the affair • Preserves/stores décor items which may be reused 	<p>Mrs. Ma. Corazon Loja and Mrs. Rebecca Zamora</p>	<p>Mrs. Lourdes Solomon Mrs. Belen de Jesus</p>	
<p>SOUNDS, TECHNICAL EQUIPMENT AND FACILITIES</p>	<ul style="list-style-type: none"> • Assures good installation of equipment/facilities for sound production/electrical connections • Prepares CDs for Music/sound of Lupang Hinirang, City Hymn, doxology, materials for powerpoint presentation 	<p>Mr. Eman De Mesa and Mr. Arthur Francisco</p>	<p>Mr. Alex Angeles Mr. Mario Santiago</p>	
<p>TARPAULIN / ADS / STREAMERS</p>	<ul style="list-style-type: none"> • Is in charge of the production of ads containing info of activity • Is in charge of Strategic posting/positioning of streamers and tarpaulin 	<p>Mr. Eman de Mesa</p>	<p>Mr. Zurex Bacay Mr. Francisco Lizarondo Mr. Gregorio Francisco</p>	
<p>DOCUMENTATION/ PHOTO and CERTIFICATES</p>	<ul style="list-style-type: none"> • Prepares certificates of appearance • Prepares needed certificates/documents • Is in charge of events coverage • Writes a narrative and pictorial report re the activity 	<p>Mrs. Esperanza D. Cruz Mr. Rolando Sotelo</p>	<p>Mrs. Ma. Shirley Macawile Mrs. Zenaída Aguirre Miss Violeta de Leon Mrs. Annie Joaquin Mrs. Dolores M. Lavilla</p>	


COMMITTEE	FUNCTIONS	CHAIRMAN	MEMBERS	CONFORME
TOKEN	<ul style="list-style-type: none"> Is in charge of "give-aways"/tokens vis-à-vis list of participants 	Mrs. Corazon Ignacio	Mr. Armando dela Merced Mrs. Josefina Narag Mrs. Miriam Mariano Mrs. Maselinda Aculana Mrs. Herminia Lawama	
PEACE AND ORDER / SECURITY	<ul style="list-style-type: none"> Is in charge of safety and security of participants Coordinate with the proper authorities re:Traffic management 	Mr. Ananias Dicdican	Mr. Eduardo Cruz Mr. Alfredo Samson	

To: Education Program Supervisors
 Division Coordinators
 Public Elementary/ Secondary Schools

Prepared by:


SOL L. CARIAGA, Ed. D.
 Officer-in-Charge
 Assistant Schools Division Superintendent

Approved by:


DR. AMANCIO S. VILLAMEJOR, JR. CESO IV
 Schools Division Superintendent

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