



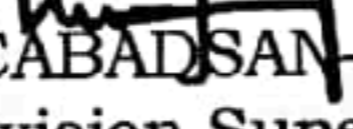
Republic of the Philippines
Department of Education
REGION VIII

SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

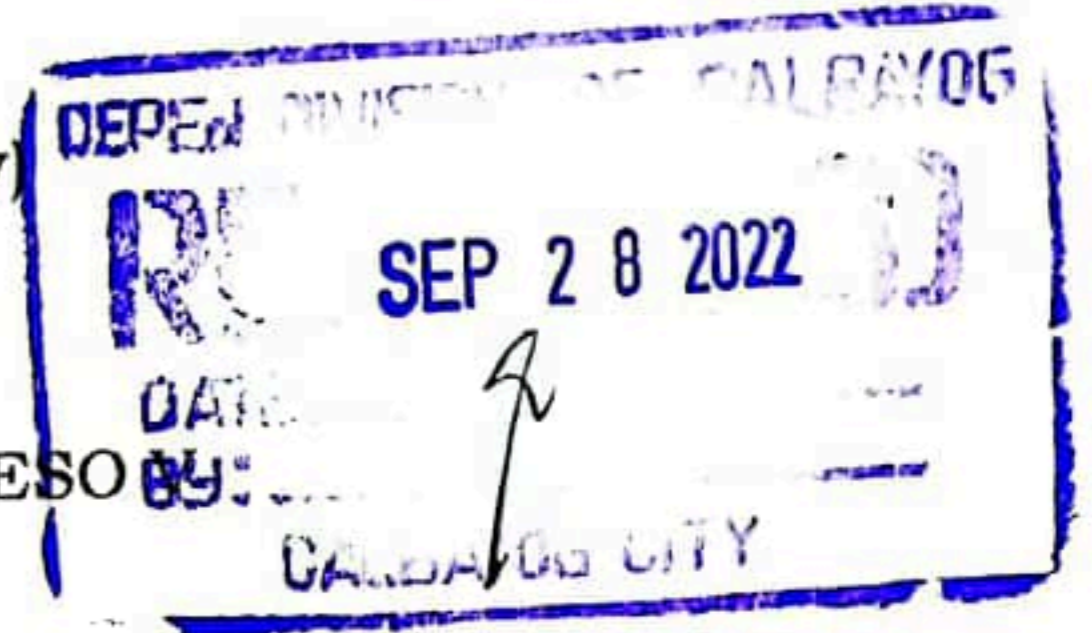
No. 389 s. 2022

TO : Asst. Schools Division Superintendent
Chief Education Supervisors (CID/SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Schools Heads (Elementary & Secondary)
All Others Concerned

FROM :  THELMA CABADSAN-QUITALIG PhD, CESO
Schools Division Superintendent

Subject : TERMS OF REFERENCE OF IDENTIFIED SCHOOLS AND THE
DIVISION OFFICE DURING THE REGIONAL MANCOM

Date : September 27, 2022



1. In reference to Regional Memorandum No. 1089, s. 2022 dated September 26, 2022 titled, **“Conduct of Regional Management Committee Meeting,”** which will be hosted and conducted in the Schools Division of Calbayog City, the field is hereby informed of the following Terms of Reference (TOR) of the Identified Schools and the Division Office during the Regional MANCOM visit on October 10, 2022:

SCHOOL	DIST.	ASSIGNED SDO/Office	FOCAL PERSONS	TERMS OF REFERENCE
CCNHS	C3	Regional Office – RD Team	Atty. Calick D. Arrieta	-wait for the arrival of the Key Officials of their assigned SDO from 7:00-9:00 am at the Division Office. -accompany the visiting SDO Key officials to the identified school after their Orientation at 10:00 am -deliver the Welcome Message for and in behalf of the SDO after the welcome lines of the Brgy. Captain -declare the closure of the school program at 3:30 pm -accompany the visiting SDO Key officials to Ciriaco Hotel -coordinate with SGOD for the room assignment of their assigned SDO officials
Cabacungan ES	O2	Regional Office – ARD Team	Gina U. Moreno	
RLMSF	T1	So. Leyte	Jose O. Abon	
CCSC	C3	Tacloban City	Teresa D. Villa	
CPCES	C2	Ormoc City	Anabelle O. Yangzon	
Guin-on ES	C4	Baybay City	Nora G. Capetillo	
SPNHS	C5	E. Samar	Elbert G. Oncgal	
TriCES	C6	Biliran	Ester A. Siozon	
ONHS	O1	Borongan City	Reynaldo T. Bernales	
PNAHS	O3	Calbayog City	Noemi S. Castante	
SJCES	T2	N. Samar	Ma. Teresa S. Simon	
Anislag ES	C6	Catbalogan City	Erwin L. Purcia	
CECES	C4	Samar	Avelina P. Tupa	
Tabawan IS	C4	Maasin City	Alma R. Caber	
San Joaquin NHS	T2	Leyte	Perdro M. Montecillo Jr.	

2. The focal persons assigned at the identified schools to be visited shall be the Public Schools District Supervisors (PSDSs) and the Education Program Supervisors (EPSs).

3. EPSs not listed above shall go with the PSDSs in their adopted district to accompany the visiting officials of their assigned school.

4. The school heads of the identified schools shall wait at their respective schools for the school-based program. They shall present and showcase their school's best practices and features in a powerpoint presentation. They shall invite the Brgy. Captain/s and PTA President/s to attend the said activity.

5. The Brgy. Captain/s should be requested to deliver the Welcome Message for and in behalf of the Community and the School while the PTA President/s should be requested to deliver the closing message.

6. The RMANCOM Technical Working Group and its TOR is as follows:

Committees	Members	Terms of Reference
Foods	Chair: Marilyn S. Tahil Vice-chair: Dr. Susana S. Queroljico Members: Asther E. Bachar Ma. Benjie Senora	<ul style="list-style-type: none"> • Facilitate the procurement of foods • Prepare/coordinate with winning catering services • Ensure that the total number of pax shall be accommodated
Registration	Chair: Oscar D. Billate Jr. Vice-chair: Rosalia M. Rivera Members: Aliza Borela-Roa Sophia C. Monteron	<ul style="list-style-type: none"> • Prepare programs/ invitations/ letters/ certificate of appearance/registration and attendance sheets • Send invitation to the identified guests and visitors • Facilitate the registration and attendance of the pax • Ensure the registration and attendance sheets are completely filled out
Protocols	Chair: Engr. Lyrian L. Montances Vice-chair: Carren Meryl A. Cabadsan Members: Eric R. Doroja Ma. Bella B. Ortiz Patria G. Lapara Lindsay Jules B. Yauder Nikki Ivy S. Dollado	<ul style="list-style-type: none"> • Donning of leis/bouquets to the guests and other visitors • Assist guests and participants and guide them to their respective table/seat assignment • Confirm arrival of guests and visitors • Observe punctuality • Coordinate with event Host for proper acknowledgment • Follow-up the procurement of leis/bouquets and tokens • Ensure that the total number of pax shall be given leis/bouquets and tokens
Hotel Room Accommodation	Chair: Marita P. Senolos Vice-chair: Ma. Marlie M. Mendoza Members: Sharon D. Balza Adrian Marie C. Nuevo	<ul style="list-style-type: none"> • Facilitate/coordinate with the hotel management regarding assignment of rooms • Ensure that the total number of pax shall be accommodated • Assists guests/ participants and guide them to their respective rooms assignments • List of participants will be posted at the room assignment

<p>Stage/Table Labels/Hall Accomodation</p>	<p>Chair: Benedicto M. Merales Vice-chair: Milaner R. Oyo-a Members: Engr. Jordan B. De Veyra Dr. Simeon Panoy Joemar D. Abaigar Ken Camilon Roger Q. Abarro</p>	<ul style="list-style-type: none"> • Prepare the following: hall and stage set-up/decorations & putting of table labels • Consider venue capabilities and limitations • Putting-up of tarpaulins in the appropriate place to welcome the guests and visitors
<p>Sounds/Lights & Technical</p>	<p>Chair: Gary H. Ballon Member: Drixel Idol Ortega</p>	<ul style="list-style-type: none"> • Facilitate the video presentation files of facilitator and ensure that they are in sync with the program • Oversee technical operations to ensure smooth flow of the entirety of the event • Prepare link for Pre-Registration and Evaluation
<p>Performance and Presentations</p>	<p>Chair: Mercedita S. Garcia Vice-chair: Atty. Calick D. Arrieta Members: Teresa D. Villa Noemi S. Castante Elbert G. Ongcal Nora G. Capetillo</p>	<ul style="list-style-type: none"> • Perform the following: <ul style="list-style-type: none"> * Program Preliminaries * Intermission Numbers Performances • Ensure the presence of group of performers during the activity • Facilitate Final Rehearsals
<p>Stage Management</p>	<p>Chair: Joy B. Saldana Vice-chair: Kristian Aldrin Cruda Members: Benjie Beduya Virginia Millares</p>	<ul style="list-style-type: none"> • Ensure the smooth flow of the program • Coordinate with the Master of Ceremony, Protocol, Presenter, Facilitator • Coordinate with technical team re: projections in LED screen

7. This memorandum shall serve as **Travel Order** of the abovementioned personnel.

8. All expenses relative to this activity shall be charged against local funds/MOOE subject to usual accounting and auditing rules and regulations.

9. Immediate dissemination of and compliance with this memorandum are desired.

