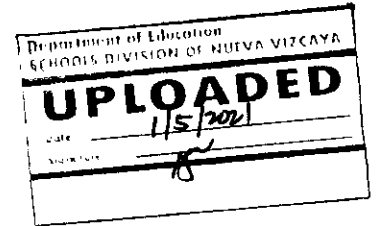




Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA




5 Jan 2021

DIVISION MEMORANDUM  
No. 02, s. 2021

**COMPOSITION OF OVERALL COMMITTEES FOR DIVISION-WIDE ACTIVITIES  
F.Y 2021**

To: Office of the Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. As an attestation of quality services deemed mandated by ISO 9001:2015 principles, the Office hereto announces the composition of our Division standing committees for division-wide activities to be conducted this year. *See attached.*
2. All members are expected to act responsibly and carry out their expected duties and responsibilities relative to their positions.
3. The provisions of this Memorandum take effect immediately.
4. For information, guidance and compliance.

  
**RACHEL R. LLANA PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

*01.05.2021*

Encl.:  
As stated



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### DIVISION STANDING COMMITTEES

Committee	Members	Roles and Responsibilities
Program, Invitation and Documentation (including minutes, narratives/terminal reports)	Melany M. Asuncion PhD Dindo John H. Moreno PhD Bermelita A. Guillermo PhD Imelda S. Moreno Hilda Aragon PhD Herminigildo U. Gandeza Geepee Kelsey E. Vidad Dorina V. Sampaga	<ul style="list-style-type: none"> <li>- Prepare and submits proposals, communication, print and distribute program, invitation encapsulating the activities/sessions to be covered</li> <li>- Layout and prepare tarpaulins, handover the same to the <i>Stage and Hall Decoration, Preparation and Restoration Committee</i></li> <li>- Ensure that the activity is communicated to all concerned</li> <li>- Take charge of the smooth flow of the program as set / planned</li> <li>- Record the program proceedings through minutes, photo/video documentation</li> <li>- Prepare and submits terminal reports</li> </ul>
Stage and Hall Decoration, Preparation and Restoration	Roger S. Sebastian PhD Cesario C. Mariano EdD Arnel M. Batalla EdD Engr. Caroline Q. Lagula Alano B. Mendoza Edgar B. Capuno Amante D. Afan Marvin Q. Quiambao Brian Caesar T. Macababbad Rodolfo G. Mariñas Jr. Allan C. Amalingan Arsenio Gauan Janet Marie Ramos Merry Christine Ruar	<ul style="list-style-type: none"> <li>- Ensures that the venue is well prepared for the activity</li> <li>- Restore decorations and other logistics from the session/training hall after L&amp;D, ready for next users</li> <li>- Consult with the <i>Program, Invitation and Documentation Committee</i> for the venue design, tarpaulin, etc.</li> </ul>
Accommodation/Reception	Maritess E. Vidad Nimfa Norie A. Aquino PhD Phoebe V. Acojido PhD Rayda Joy C. Calansi Merlyn S. Abat Hazel B. Arreo Herbert Mangabat Maricar N. Valido	<ul style="list-style-type: none"> <li>- Facilitate provision of healthy foods, inclusive of the procurement (PR for food), preparation and service</li> <li>- Take charge of the billeting of participants and program management team</li> </ul>



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Committee	Members	Roles and Responsibilities
		<ul style="list-style-type: none"> <li>- Coordinate with the venue administrator/in-charge re Accommodation logistics</li> </ul>
Multimedia / Technical / ICT	Pink Euria L. Montano Howard Jean Francois V. Doles II Chester C. Cortez Clydinne A. Ballon Romeo Emmanuel C. Yarcia II Maricel U. Bata Darrel John De Guzman	<ul style="list-style-type: none"> <li>- Set-up and maintain equipment (mic, LCD, white screen, sound system, etc.)</li> <li>- Prepares AVP and other multimedia logistics needed for/during the program</li> </ul>
Registration / Attendance, Certificates	Princes C. Aquitania Singasing G. Valdez Lovely Princess G. Ramos Rosula Balberan Jennilyn T. Roda Rexelda B. Bancod Erlinda L. Roduta	<ul style="list-style-type: none"> <li>- Facilitate the systematic registration and/or attendance of participants</li> <li>- Lay out, print and distribute certificates [including packaging – frame, jacket if necessary] of participation, appreciation, recognition to participants, facilitators, guest, speakers</li> </ul>
Supplies and Materials, Logistics	Gaye D. Castillo Orlando D. Vicente PhD Maricel S. Franco PhD Wilhelmina C. Castro Lina Pal-ec Francis C. Linda Cipriano B. Juan Van Garingan	<ul style="list-style-type: none"> <li>- Prepare the PR/Canvass for the supplies and other materials needed for the program/activity</li> <li>- Lead the distribution of the supplies/materials to all concerned</li> <li>- Ensure to communicate with the program management committee re availability/lacking of supplies needed</li> <li>- Coordinate with the program in-charge</li> </ul>
Finance	Emerson B. Balut CPA Jeassel J. Alayu Adelwisa D. Obaña Ritzelle Marie C. Nicolas	<ul style="list-style-type: none"> <li>- Ensure the processing and provision of financial needs, in</li> </ul>



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Committee	Members	Roles and Responsibilities
	Odessa M. Gonzales Jay Macarilay	accordance to standards
Ways and Means	Roscoe N. Gacusana EdD Maria Licel T. Balico Edward M. Santiago Maria Concepcion D. Absalon EdD Mona Lisa A. Cabato EdD Dolores A. Baguidudol EdD Josie L. Conde EdD Rosie D. Calacala PhD Loreto T. Alaman Marlon V. Butay Roland M. Mabitasan Onofre Molina PhD Arlene B. Herrera Maria Theresa B. Iglesia	<ul style="list-style-type: none"> <li>- Lead in resource generation i.e solicitation, looking for donors, partners, etc.</li> <li>- Prepare pertinent documents i.e request / solicitation letter, etc.</li> <li>- Facilitate recognition rites (Giving of certificates, tokens) to donors, partners (if needed)</li> <li>- Communicate with the top management, accounting office, cashier's office, supply office re donations (financial, material)</li> <li>- Prepare report of generated financial, material resources generated from donors, partners</li> </ul>
Health and Wellness	All SHN Employees	<ul style="list-style-type: none"> <li>- Coordinate safety protocols and triage for protection</li> <li>- Ensure readily available emergency kits for the whole duration of the activity</li> <li>- Monitor the BP of people involved every now and then</li> <li>- Conduct a form of exercise thru Zumba or Tiktok as part of the conditioning of the body prior and during the program/activity</li> </ul>
QAME	Noli Mar M. Navarro EdD Julius C. Calangan Macrino A. Raymundo EdD Rommel S. De Gracia PhD Marivic C. Bacud EdD Arnel A. Panganiban Yunima T. Batog Marianne C. Eugenio PhD	<ul style="list-style-type: none"> <li>- Quality assure the preparation and implementation of the program/activity</li> <li>- Conduct advance monitoring of the preparation of the program/activity</li> </ul>



Committee	Members	Roles and Responsibilities
		<ul style="list-style-type: none"> <li>- Coordinate with the program in-charge re feedback/input as monitored</li> <li>- Provide link and facilitate the program evaluation</li> </ul>
<p>Members of the different committees are expected [primarily, but NOT limited to]:</p> <ul style="list-style-type: none"> <li>• lead/work in the realization of division-wide activities, i.e MANCOM, EXECOM, ECHO, SDO on WHEELS, SIKAT</li> <li>• quality assure, monitor and provide technical assistance to all activities conducted/initiated by PAPs owners/managers</li> </ul>		
<b>Consultants</b>	<p>Rachel R. Llana PhD, CESO VI  Mary Julie A. Trus PhD, CESE  Romulo S. Ancheta PhD  Evelyn V. Ramos  Atty. Julius Caesar G. Domingo CPA</p>	

**EXECUTIVE COMMITTEE (LEAD)**

Name	Position
Rachel R. Llana PhD, CESO VI	Officer In-Charge, SDS
Mary Julie A. Trus PhD, CESE	Officer In-Charge, ASDS
Romulo S. Ancheta PhD	SGOD Chief
Evelyn V. Ramos	CID Chief
Atty. Julius Caesar G. Domingo CPA	Attorney III
Maritess E. Vidad	AO V - Administration
Jeassel J. Alayu	AO V – Budget
Emerson B. Balut CPA	Accountant III
Maricel S. Franco PhD	EPS Science / EPS Representative
Edward M. Santiago	PSDS Bayombong II / PSDS Representative

