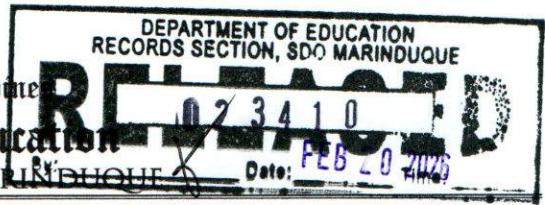




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-034

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary and Secondary Schools
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **ASSIGNMENT OF PERSONNEL FOR THE HOSTING OF THE REGIONAL MANCOM MEETING**

DATE: February 18, 2026

1. In preparation for the hosting of the Regional Management Committee (MANCOM) Meeting, this Office designates personnel and committees to ensure the smooth and orderly conduct of the activity.
2. The assigned personnel are expected to perform their duties with efficiency, coordination, and professionalism in support of the successful implementation of this important regional engagement.
3. Please see attached List of Committees and their Terms of Reference.
4. Immediate and wide dissemination of the contents of this Memorandum is desired.

EXECUTIVE AND WORKING COMMITTEE

Hosting of the 2026 Regional Management Committee Meeting
February 23-25, 2026

Committee/ Team	Personnel In-Charge	Terms of Reference
Planning and Overall Coordination	<p>Executive Committee Members Chair: Dr. Lynn G. Mendoza Co-Chair: Dr. Mabel F. Musa Members: John M. Chavez Maita M. Lazares May Bernadeth O. Dela Rosa John Dhelter P. Pastrana Arlene M. Marasigan Atty. Ayzel Lea R. Palmero Engr. David M. Zoleta</p>	<p>Responsible for overall coordination and management of the MANCOM Meeting</p> <p>Oversee the execution of the meeting agenda and manage any last minute changes or issues</p> <p>Coordinate with various departments and stakeholders to ensure all logistical arrangements are in place</p>
Physical Arrangement and Decoration	<p>Chair: Kyle David V. Atienza Co-Chair: Glaiza T. Palatino Member: Julius Christian Llanes</p>	<p>Assist in the preparation of the procured venue including the stage according to the design and layout</p> <p>Provide the tarpaulin layout designs</p> <p>Prepare table name plates</p>
Food and Accommodation	<p>Chair: Dr. Nestor T. Rualo Vice-Chair: May Bernadeth O. De La Rosa Members: Ruby M. Tan PESPA NAPSHHI Marie Laurence Luarca</p>	<p>Prepare plans for the food and accommodation of the guests/ManCom attendees</p> <p>Manage attendees' registration, check-in</p> <p>Coordinate with the contracted supplier/catering services for timely serving of food and refreshment during the meeting</p> <p>Ensure that food and refreshment are available</p>

		Facilitate orderly serving of food during the meeting and fellowship night
Audio-Visual (AV) /Technical Support Team	Chair: Engr. David M. Zoleta Jr. Co-Chair: John Romy Matre	Arrange necessary AV equipment and technical support for presentations, video conferencing, etc. Provide technical support for any IT related needs during the meeting, such as setting up Wi-Fi access, troubleshooting AV equipment, and assisting with video conferencing Provide links for the early registration of participants
Transportation Team	Chair: Kelvin Labaguis Co-Chair: Engr. Jezreel Serra Members: Engr. Oliver Martillano Ramil E. Jabat Eligio Elizer L. Mayangitan Dante Monteclaro	Arrange transportation for attendees
Registration Team	Chair: Dr. Jennifer E. Monte Co-Chair: Marisol O. Luarca	Provide links for the early registration of participants Manage attendees' registration and distribution of meeting materials Provide registration form and make sure that all participants are registered Furnish the program owner the records of the attendance
Program Invitation, Certificates, and Welcome Program (Morning) Team	Chair: John M. Chavez All EPSs and PSDSs	Design and print program invitations and Certificate of Appearance Take charge in the distribution of invitations before the event Take charge of the Opening Program during the ManCom Meeting

Fellowship Night	Chair: Maita M. Lazares Co-Chair: Bernadith R. Lacerna Members: Democrito M. Nazareno Select MNHS Personnel NAPSHHI and PESPA Officers	Take charge of the Fellowship Night program
Documentation, Monitoring and Evaluation	Chair: Fretzie P. Alcantara Co-Chair: Rey R. Raymundo	Take photos during arrival at the ports, arrival at the designated venue, and during visits to schools, if time permits
Finance Team	Chair: Arlene M. Marasigan Co-Chair: John Dhelter P. Pastrana	Manage and monitor all financial transactions related to the activity, ensuring proper documentation, liquidation, and compliance with existing government accounting and auditing rules Prepare and submit timely financial reports
Welcome Committee (at Ports)	Chair: Dr. Mabel F. Musa Balanacan Port Ramil E. Jabat Engr. Arnold M. Moreno Warlito P. Constantino School Heads of Mogpog District Gasan Port Edgar H. Loto Dr. Melanie M. Mendoza Dr. Elvin C. Perlas School Heads of Gasan District	Welcome guests (with tarpaulin) at the Balanacan and Gasan ports Send guests to the Hotel Distributes snacks
Protocol Officer	RD: Dr. Lynn G. Mendoza John M. Chavez Engr. Arnold Moreno ARD: Dr. Mabel F. Musa, Maita M. Lazares Rey Alben Manaog RO Officials: Dr. Nestor T. Rualo Anabelle M. Marmol Oriental Mindoro SDS and ASDS: Melvin Logdat	Assist visitors upon arrival from the port, throughout their stay at the hotel, and during their departure from hotel. Assists respective guests before, during and after the fellowship night.

	Occidental Mindoro SDS and ASDS: Arlene M. Lumagui Calapan City SDS and ASDS: Garry Monteagudo Romblon: SDS and ASDS: Edwin Osinsao Palawan: SDS and ASDS: Dr. Jimmy Romasanta PPC: SDS and ASDS: Dr. Francis Pacia	
Health Team	Chair: Dr. Rica Mai O. Larga Members Ma. Concordia M. Ebora Perry N. Jardiniano Loida M. Ordillano	Prepare emergency response plan Establish protocols and procedures for handling emergencies or unexpected incidents during the meeting
Safety Officer	Edgar H. Loto	Ensure the health, safety, and security of all participants during the conduct of the activity by monitoring compliance with safety protocols and conducting regular venue inspections Coordinate emergency response efforts, manage incidents, and submit necessary safety and incident reports to the Activity Head
Security Personnel	Chair: May Bernadeth O. De La Rosa Co-Chair: Joel Malacas Members: Benedick Olores Marven Mutya Darius Sajul	Ensure the safety and security of attendees, venue, and equipment during the meeting