



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors, SGO and CID
Public Schools District Supervisors
Unit Heads
Heads of the Concerned Schools
All Others Concerned

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

SUBJECT: **PREPARATION AND EVALUATION MEETING SERIES FOR THE
HOSTING OF REGIONAL MANAGEMENT COMMITTEE MEETING
AND MIMAROPA SERVICES ON WHEELS (SOW)**

DATE: March 7, 2024

1. In view of the upcoming hosting of Regional Management Committee Meeting and MIMAROPA Services on Wheels (SOW) on March 13-15, 2024, this Office shall hold a preparation meeting on March 11, 2024 at two o'clock in the afternoon at SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.
2. Moreover, an evaluation meeting shall be conducted on March 18, 2024 at nine o'clock in the morning at SDO Marinduque Conference Hall, Malusak, Boac, Marinduque, to review the outcomes and effectiveness of the preparations made for the hosting of the Regional Management Committee Meeting and MIMAROPA Services on Wheels (SOW). This will allow this Office to identify successes, areas for improvement, and lessons learned for future events.
3. Participants in this meeting shall be the formed committee members. Please see attached List of Committees.
4. Immediate and wide dissemination of the contents of this Memorandum is desired.

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Office of the Schools Division Superintendent

EXECUTIVE AND WORKING COMMITTEE

Hosting of the 2024 Regional Management Committee Meeting
and MIMAROPA Services on Wheels

DR. LYNN G. MENDOZA

OIC, Schools Division Superintendent

DR. MABEL F. MUSA

Assistant Schools Division Superintendent

MA. CECILIA S. MANAY

Chief Education Supervisor, SGOD

JOHN M. CHAVEZ

Chief Education Supervisor, CID

MAY BERNADETH O. DE LA ROSA

Administrative Officer V

Committee/Team	Personnel In-Charge	Terms of Reference
Planning and Overall Coordinator	Chair: Ma. Cecilia S. Manay Co-Chair: John M. Chavez Members: May Bernadeth O. De La Rosa Arlene M. Marasigan John Dhelter P. Pastrana Atty. Ayzel Lea R. Palmero Engr. David M. Zoleta Jr.	<ul style="list-style-type: none">Responsible for overall coordination and management of the MANCOM meeting.Coordinates with various departments and stakeholders to ensure all logistical arrangements are in place.Oversees the execution of the meeting agenda and manages any last-minute changes or issues.
Logistics Committee		
Physical Arrangement and Decoration (SDO Hall)	Chair: May Bernadeth O. De La Rosa Co-Chair: Ruby M. Tan Members: All OSDS Personnel Irene Malimata Audie Nacawili Cherry Morales Carla Larraquel	<ul style="list-style-type: none">Secures an appropriate venue for the meeting, considering factors such as location, capacity, and facilities.Prepares the venue according to the design and layout.

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		<ul style="list-style-type: none"> Prepares design for the venue and provide list of materials to be used and prints tarpaulins. (size: 2X4 and 4X8)
Audio-Visual (AV) /Technical Support Team:	Chair: Engr. David M. Zoleta Jr. Co-Chair: Kelvin Rei J. Labaguis Member: Jefrelle F. De Silva	<ul style="list-style-type: none"> Arranges necessary AV equipment and technical support for presentations, video conferencing, etc. Provides 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.
Food and Accommodation	Chair: May Bernadeth O. De La Rosa Co-Chair: Ruby M. Tan Members: Aleli L. Arceo Paul Angelo M. Rianzares	<ul style="list-style-type: none"> Prepares plans for the food and accommodation of the guests/ManCom attendees. Coordinates with the contracted supplier/catering services for timely serving of food and refreshment during the meeting. Ensures that food and refreshment are available. Facilitates orderly serving of food during the meeting
Transportation Coordinator:	Chair: Engr. Arnold M. Moreno Co-Chair: Edgar H. Loto Members: Engr. Oliver Martillano Engr. Jezreel Serra Diana M. Lineses Melody M. Mercene Ramil E. Jabat Eligio Elizer L. Mayangitan	<ul style="list-style-type: none"> Arranges transportation for attendees, if necessary, including shuttle services or parking arrangements. Provides links for the early registration of participants.
Registration Team:	Chair: Dr. Mariam B. Rivamonte Co-Chair: Marisol O. Luarca Member: Atty. John Mark S. Saporna	<ul style="list-style-type: none"> Manages attendee registration, check-in, and distribution of meeting materials (badges, agendas, etc.). Provides registration form and make sure

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		<p>that all participants are registered.</p> <ul style="list-style-type: none"> • Furnishes the program owner the records of the attendance. • Designs tarpaulins (size: 2X4 and 4X8)
Program Invitation and Certificates	<p>Chair: Kyle David V. Atienza Co-Chair: Bernadith R. Lacerna Member: Glaiza T. Palatino Jefrelle F. De Silva</p>	<ul style="list-style-type: none"> • Designs and prints program invitations and certificates. • Takes charge in the distribution of invitations before the event. • Distributes certificates to the guests. Textual contents shall be handled by the program owner
Welcome Program Coordinator	<p>Chair: John M. Chavez All EPSs and PSDSs</p>	<ul style="list-style-type: none"> • Takes charge of the opening program during the ManCom Meeting
Fellowship Night	<p>Chair: Democrito M. Nazareno Co-Chair: Lino P. Peñaredonda Members: NAPSSHI Members</p>	<ul style="list-style-type: none"> • Renders “Kasalan sa Cana” during socials • Takes charge of the Fellowship Night program
Documentation, Monitoring and Evaluation	<p>Kyle David V. Atienza Mayda N. Lagran Charmain J. Mogol Alvin L. Ricamara Eva O. La Rosa</p>	<ul style="list-style-type: none"> • Takes photos during arrival at the ports, and arrival at Balar and during visits to schools. • Prints photos and distributes them during fellowship night
Welcome Committee (at Ports)	<p><u>Balanacan Port</u> Ramil E. Jabat Engr. Arnold M. Moreno Mayda N. Lagran Abet R. Faundo Rolito M. Dela Cruz Dr. Josephine V. Marciano School Heads of Mogpog District</p> <p><u>Gasán Port</u> Maita M. Lazares Bernadith R. Lacerna Edgar H. Loto Dr. Melanie M. Mendoza Dr. Elvin C. Perlas School Heads of Gasan District</p>	<ul style="list-style-type: none"> • Welcomes guests (with tarpaulin and lei) at the Balanacan and Gasan ports. • Sends guests to Balar Hotel • Distributes water and banana chips
Protocol Officer	<p>RD: Maita M. Lazares Jimmy Romasanta</p>	<ul style="list-style-type: none"> • Assists visitors upon arrival from the port,

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	<p>ARD: Myra R. Labay</p> <p>RO Officials: Dr. Maria Shiela S. Saet Dr. Maria Lourdes P. Ricohermoso Fernando N. Panuculan</p> <p>Ormin: SDS: Maridel G. Lincallo ASDS: Kyle David V. Atienza</p> <p>OcciMin SDS: Aurea L. Mazo ASDS: Abet R. Faundo</p> <p>Calapan SDS: Florie M. Regencia ASDS: Dingson De Sena</p> <p>Romblon: SDS: Dr. Jay P. Peña and Dr. Nestor T. Rualo ASDS: Constancia R. Vasco</p> <p>Palawan: SDS: Christina R. Raza ASDS: Dr. Elvin C. Perlas Atty. John Mark S. Saporna</p> <p>PPC SDS: Jelly L. Sore ASDS: Warlito P. Constantino</p>	<p>throughout their stay at Balar Hotel, and during their departure from Balar Hotel.</p> <ul style="list-style-type: none"> Assists respective guests from Balar to SDO Hall for ManCom Meeting <p>Assists before, during and after the fellowship night.</p>
Technical Support for Security and Safety		
Security Personnel:	<p>Chair: May Bernadeth O. De La Rosa Co-Chair: Joel Malacas Members: Benedick Olores Marven Mutya Darius Sajul</p>	<ul style="list-style-type: none"> Ensures the safety and security of attendees, venue, and equipment during the meeting.
Health and Emergency Response Team:	<p>Chair: Dr. Rica Mai O. Larga Co-Chair: Ma. Concordia M. Ehora Members: Perry N. Jardiniano Loida M. Ordillano</p>	<ul style="list-style-type: none"> Prepares emergency response plan. Establishes protocols and procedures for handling emergencies or unexpected incidents during the meeting.
Finance and Budgeting		
Budget Manager:	<p>Chair: Arlene M. Marasigan Vice Chair: Christine M. Inding Member: Kristel L. Dela Cruz</p>	<ul style="list-style-type: none"> Oversees the budget for the meeting, including expenses for venue rental, catering, AV equipment, transportation, and other logistics.

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Finance Team:	Chair: John Dhelter P. Pastrana Vice Chair: Vivian N. Ramiro Members: Rowena P. Laderas Honorina H. Magcamit Mary Joy Roque	<ul style="list-style-type: none"> Manages payments, reimbursements, and financial documentation related to meeting expenses.
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For SoW activities, the following personnel are hereby assigned:

Role	Responsibilities
Project Manager May Bernadeth O. Dela Rosa	<ul style="list-style-type: none"> - Oversee overall planning, coordination, and implementation of SoW. - Set project goals, timelines, and budget allocation. - Ensure alignment with project objectives and regulatory requirements.
Logistics Coordinator Maridell F. Hermosa Members: Ruby M. Tan	<ul style="list-style-type: none"> - Manage logistics and operational aspects of SoW, including scheduling of mobile units, procurement of equipment and supplies, and coordination of transportation. - Ensure availability of necessary resources.
Community Liaison Officer Members: Jinky L Meron Jennelyn D. Olpot	<ul style="list-style-type: none"> - Serve as primary point of contact between project team and local community. - Engage stakeholders, address concerns, and gather feedback. - Ensure SoW activities meet needs and expectations of target audience.
Health and Safety Officer Dr. Rica Mai O. Larga	<ul style="list-style-type: none"> - Implement and monitor health and safety protocols during SoW activities. - Respond to emergencies as needed.
Communication Officer Engr. David M. Zoleta	<ul style="list-style-type: none"> - Manage internal and external communication channels for SoW. - Develop communication plans, create promotional materials, and respond to inquiries. - Engage stakeholders and disseminate information effectively.
Finance Team Arlene M. Marasigan Jhon Dhelter P. Pastrana	<ul style="list-style-type: none"> - Oversees the budget for the meeting, including expenses for venue rental, catering, AV equipment, transportation, and other logistics.

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