



Republic of the Philippines  
**Department of Education**

REGION XIII – CARAGA  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



Division MEMORANDUM  
No. 59, 2020

17 February 2020

**ADDENDUM TO DIVISION MEMORANDUM NO. 53 S. 2020 ON 1<sup>ST</sup>  
REGULAR MANAGEMENT COMMITTEE CONFERENCE**

**TO: SGOD and CID Chiefs  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
Members of School Personnel Selection Committee  
Members of the Division Personnel Selection Board  
This Division**

1. This is to inform the participants to the 1<sup>st</sup> Regular Management Committee Conference set on February 19, 2020 that the venue will be the Philippine Gateway Hotel, Km. 3, Surigao City.
2. The participants are reminded to come at 8:00 in the morning.
3. All other provisions stipulated in the said Memorandum are still in effect.
4. Immediate dissemination of this Memorandum is highly appreciated.

  
**DR. KAREN L. GALANIDA, CESO VI**  
Schools Division Superintendent



"ANNEX D"

### MANAGEMENT COMMITTEE STRUCTURE

ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED PERSONNEL IN-CHARGE	
		(Leader)	(Member/s)
<b>Overall Activity Manager</b>	Oversee the preparation and conduct of the activity; Constitute Management Committee; and Orient Management Committee members on their corresponding Terms of Reference. Prepare Proposal; Prepare Division Memorandum for the duly approved Proposal; Procure cash advance for the operating expenses and process liquidation of the same; Purchase and distribute materials / items needed. Prepare and submit GAD Accomplishment Report (GAR) to the GAD Secretariat;	Karen L. Galanida, CESO VI  Florence E. Almaden, CESO VI	SGOD Functional Division
<b>Secretariat</b>	Facilitate the registration process; Secure activity materials; Check venue for amenities and provisions; and Ensure the smooth functioning of the Management Committee.	HRD Jeanit C. Besinga	Jayllian A. Sulapas Welyn E. Aboy Junine Sitoy
<b>Documentation In-Charge</b>	Observe and take down notes (Minutes of the Meeting) on the proceedings; Take photographs and videos; Report and submit narrative report, photographs, and videos to the Secretariat.	Fritzie Gay S. Lusica Medeline L. Busio	Kevin Adrian M. Rosas Karyl John C. Feril
<b>Welfare Officer</b>	Provide health devices and medicine for basic medical needs; Provide weighing scale for constant check up participants' gained or lose weight; and Attends to the basic medical needs.	Jemberto M. Namuag	
<b>Master of Ceremonies / Host</b>	Follow the agenda and or activity matrix; Ensure that the various sections of the event start and end on time; and Refer the changes on the activity flow (if there is any) to the Overall Activity Manager.	Trisha Jade T. Billedo	
<b>Tarpaulin In-Charge</b>	Layout design, procure, and print the tarpaulin; and Endorse the the purchased items to the Secretariat.	Karyl John C. Feril	
<b>Hand-outs/minutes of previous meeting In-Charge</b>	Photocopy/ reproduce handouts and minutes to be given to Mancom members	Michelle G. Jimenez	Niña Marie A. Tuy
<b>Certificate</b>	Request the materials to be used from the Overall Activity Manager; and		



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		(Leader)	(Member/s)
<b>In-Charge</b>	Layout design, procure, print, and endorse the printed Programme to the Secretariat.	Jeanit C. Besinga	Jayllian A. Sulapas Roweno B. Noguerra
<b>Plaque In-Charge</b>	Procure and purchase plaques for the Service Awardees; and Endorse the procured Plaque/s to the Secretariat.		
<b>Letter of Invitation In-Charge</b>	Request the materials to be used from the Overall Activity Manager; and Layout design, procure, print, and endorse the printed Letter of Invitation to the Secretariat.	Raquel G. Cultura	Estella P. siega Welyn E. Aboy
<b>Information Technology-Related Tasks In-Charge</b>	Oversee the entire preparation of IT-related tasks and outputs; Prepare <b>slide decks presentation</b> for the flow of the activity; Procure <b>pictures</b> of the Awardees and coordinate with the in-charge for the slide decks presentation.	Kevin Adrian M. Rosas	Karyl John C. Feril
<b>Equipment and or devices In-Charge</b>	Prepare the equipment and or devices needed: 2 Piece(s) Microphone(s) with stand 2 Piece(s) White Board(s) with marker and eras 2 Piece(s) Extension wire(s) with multiple ) power outlets Quality sound system		
<b>Inspectorate (Infrastructure)</b>	Inspect and verify the veracity and correctness of the quantity and specifications of the purchased and or paid goods.	Von Eugene F. Cleofe	John Mark L. Gorgonio
<b>Inspectorate (Services)</b>	Inspect and verify the veracity and correctness of the quantity and specifications of the purchased and or paid learning services.	Jemberto M. Namuag	Manuelita A. Argana
<b>Inspectorate (Goods)</b>	Check the availability of the food before its serving time; Check the quantity of the food against the catering contract before and after its serving time; Ensure that the food is being stored or placed in a safe and protected area; and Ensure that all legitimate participants and facilitators will be provided.	Raquel G. Cultura	Maureen Aristan
<b>Acceptance Officer</b>	Accept the duly inspected and verified veracity and correctness of the quantity and specifications of the purchased and or paid goods.	Michelle G. Jimenez	Niña Marie A. Tuy
<b>Budget Officer</b>	Verify the availability of the allotment.	Krisna Bess D. Edera	Manuelita A. Argana
<b>Accountant</b>	Verify the availability of funds.	Ida B. Solloso	Janice A. Naig
<b>Disbursement Officer</b>	Facilitate the fund disbursement and liquidation or reimbursement.	Leric A. Guyano	Robert L. Babatugon



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 DEPARTMENT OF EDUCATION  
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ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED PERSONNEL IN-CHARGE	
		(Leader)	(Member/s)
<b>Canvasser</b>	Gather data relative to the availability of meal packages and items needed with its corresponding selling prices.	Roweno B. Noguerra, Jr.	Kenneth A. Dumali

**QATAME Plan**

<b>GAD Assessor</b>	Assess the P/A/P proposal on GAD perspective compliance; Prepare gender assessment tool entitled Expanded Box 7: Combined Generic Checklists for Project Identification and Design.	Farrah C. Coniate	
<b>Technical Assistance and Monitoring and Evaluation (TAME) Associates</b>	Conduct on site daily evaluation of the activity and provide corresponding evaluation tool; Prepares reports and recommendations for the improvement of future interventions and for policy action; and Report findings to the Management Team during the debriefing.	Jennifer R. Jovita	Medeline L. Busio  Anna Nijin S. Namuag

✚ All Management Committee members must closely coordinate to the Overall Activity Manager Team Leader and coordinate tasks with other committee members.

\*\*\*\*\* Nothing follows \*\*\*\*\*

Prepared by:

**JEANIT C. BESINGA**  
 SEPS-HRD Section

APPROVED:

**KAREN L. GALANIDA, PhD, CESO VI**  
 Schools Division Superintendent