



**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
Telephone Number: Front Desk (086) 826-1268



October 21, 2019

**DIVISION MEMORANDUM**

No. 328 S. 2019

**SPECIAL DIVISION MANAGEMENT COMMITTEE (MANCOM) CONFERENCE 2019 CUM  
EMPLOYEES WELFARE BENEFITS, INCENTIVES, RECOGNITION, AND AWARDS REORIENTATION**

**TO :** Chief, Schools Governance and Operations Division (SGOD)  
Chief, Curriculum Implementation Division (CID)  
This Division

1. The special conference of ManCom of Surigao City School Division Office (SDO) is under the leadership of Florence E. Almaden, CESE, Assistant Schools Division Superintendent, Officer-in-Charge - Office of the Schools Division Superintendent. On the other hand, to properly serve the purpose of the creation, strengthening, and institutionalization of Gender and Development (GAD) Focal Point System (GFPS), the ninety-two percent (92%) of MANCOM members are also the members of the said GFPS where they can properly monitor, evaluate, review, and implement the duly approved GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAR).
2. This activity aims to:
  - 2.1 Terminal
    - a. manage the affairs of the Division integrating gender perspective in the development of programs, activities, and projects among the Division units/sections/schools;
  - 2.2 Enabling
    - b. oversee the maintenance and development of the Division's facilities;
    - c. formulate, develop and review policies that safeguard the quality of programs, activities, projects, and services offered by the Division; and
    - d. create and maintain communication systems to ensure that the whole Division is aware of forthcoming events, programs, activities, projects, and services and its accomplishments.
    - e. conduct welcome reception to the newly installed SDS.
3. Based from the foregoing concepts, this SDO has deemed that a continuous drive for effective and efficient basic education governance integrating the GAD concepts must be participated thereto by ManCom family members and select SDO human resource inclusive of both male and female.
4. As a tradition in paying homage to our newly installed ManCom family member, everyone is highly encouraged to provide a tangible sign of homage on per District Office and SDO.






**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
Telephone Number: Front Desk (086) 826-1268

5. Enclosures for proper references are the following:
  - a. Activity Content as Enclosure 1
  - b. Management Committee Structure as Enclosure 2
6. Hereunder are the other details of the activity, to wit:
  - 6.1 Date Monday, October 28, 2019
  - 6.2 Attire Sunday's Best in a shade of red
  - 6.3 Venue To be announced
7. For more details, all concerned may coordinate with the following personnel:
  - a. Farrah C. Coniate - SDO GAD Secretariat (0917) 798-3544;
  - b. All other human resource in the Personnel Section
8. All expenses to be incurred on this activity shall be charged to SDO Maintenance and Other Operating Expenses (MOOE) and Human Resource Training and Development (HRTD) attribution of GAD fund subject to the usual government accounting and auditing rules and regulations;
9. Wide and immediate dissemination of this memorandum is highly desired.

  
**FLORENCE E. ALMADEN, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure : 2 (as stated)  
Reference/s : None  
Allotment : 3 and 4

To be indicated in the perpetual index

**SDO ManCom Conference**

**GAD Focal Point System**

**Gender and Development**

**Welcome Reception**

FEA/fcc  
10/21/19





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Caraga Region



**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**  
M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
Telephone Number: Front Desk (086) 826-1268

Enclosure 1 of Division Memorandum No. , s. 2019



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Caraga Region



**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**  
M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte  
Telephone Number: Front Desk (086) 826-1268

"ANNEX C"

### ACTIVITY CONTENT

TIME			DATE	PARTICULARS	RESOURCE PERSON
START	END	DURATION			
		(hours:minutes)			
12:00	13:00	1:00	10/28/2019	Arrival and Registration	Secretariat
13:00	13:05	0:05		Preliminaries:	
13:05	13:10	0:05		Call to Order	Florence E. Almaden, CESE
13:10	13:15	0:05			OIC-Schools Division Superintendent
13:15	13:25	0:10		National Anthem	Linda T. Geraldino, PhD
13:25	13:40	0:15		Opening Prayer	Vilma L. Gorgonio, PhD
13:40	13:55	0:15		Welcome Remarks	Marilette N. Ensomo
13:55	14:15	0:20			Education Program Supervisor
14:15	14:30	0:15		Roll Call	Carlo P. Tantoy, PhD
14:30	14:40	0:10		Inspirational Message	Chief, CID
14:40	15:00	0:20			Hon. Ernesto Matugas, Jr.
15:00	15:15	0:15		Reading & Approval of the 6th ManCom Minutes	City Mayor, Surigao City
					Elizabeth S. Larase
15:15	15:35	0:20		Business Arising from the 6th ManCom Minutes	Chief, SGOD
15:35	15:55	0:20			Florence E. Almaden, CESE
15:55	16:15	0:20		Awarding of Appointment	OIC - SDS
16:15	17:30	1:15			Awarding of Certificate and Plaques of Appreciation / Commnedation
17:30	18:30	1:00		SNACKS	
				MANCOM CONFERENCE PROPER	
				Presentation	Florence E. Almaden, CESE OIC-SDS
			Presentation / SGOD Updates	Elizabeth S. Larase-Chief SGOD	
			Presentation / CID Updates	Dr. Carlo P. Tantoy - Chief CID	
			Discussion on employees' welfare benefits, incentives, recognition, and awards	Farrah C. Coniate, PDOI	
			DINNER		

FEA/fcc  
10/21/19





Enclosure 1 of Division Memorandum No. , s. 2019

WELCOME RECEPTION					
18:30	18:45	0:15		Inspirational Message	Francis Ceasar B. Bringas, <i>OIC-Regional Director</i>
18:45	18:50	0:05		Turnover Ceremony of SDO DEDP CY 2019	Florence E. Almaden, CESE <i>OIC-Schools Division Superintendent</i>
18:50	18:55	0:05			SDO
18:55	19:00	0:05			District I
19:00	19:05	0:05			District II
19:05	19:10	0:05			District III
19:10	19:15	0:05			District IV
19:15	19:20	0:05			District V
19:20	19:25	0:05			District VI
19:25	19:30	0:05			District VII
19:30	19:35	0:05			District VIII
19:35	19:40	0:05			District IX
19:40	19:45	0:05			District X
19:45	19:55	0:10		Message	Karen T. Galanida, Schools Division Superintendent
19:55	20:00	0:05		Closing Prayer	Marino L. Pamogas, PhD





Enclosure 2 of Division Memorandum No. , s. 2019

"ANNEX D"

## MANAGEMENT COMMITTEE STRUCTURE

ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED PERSONNEL IN-CHARGE	
		(Leader)	(Member/s)
Overall Activity Manager	Oversee the preparation and conduct of the activity;	Florence E. Almaden, CESE	
	Constitute Management Committee; and		
	Orient Management Committee members on their corresponding Terms of Reference.		
	Prepare Proposal;		
Overall Activity Manager	Prepare Division Memorandum for the duly approved Proposal;	Farrah C. Coniate	
	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;		Mary Rose R. Raganas
Secretariat	Facilitate the registration process;	Faith Wilza C. Mahinay	Trisha Jade T. Billedo
	Secure activity materials;		
	Check venue for amenities and provisions; and		
	Ensure the smooth functioning of the Management Committee.		
Documentation In-Charge	Observe and take down notes (Minutes of the Meeting) on the proceedings;	Fritzie Gay S. Lusica	
	Take photographs and videos;		
	Report and submit narrative report, photographs, and videos to the Secretariat.		Kevin Adrian M. Rosas
			Karyl John C. Feril
Welfare Officer	Provide health devices and medicine for basic medical needs;	Jemberto M. Namuag	
	Provide weighing scale for constant check up participants' gained or lose weight; and Attends to the basic medical needs.		





**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
Telephone Number: Front Desk (086) 826-1268

Enclosure 2 of Division Memorandum No. , s. 2019

Master of Ceremonies / Host	Follow the agenda and or activity matrix;			Trisha Jade T. Billedo	
	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.				
Lei In-Charge	Prepare, procure, and purchase items needed; and			Ida B. Solloso	Maureen Aristan
	Arrange and endorse the the purchased items to the Secretariat.				
Tarpaulin In-Charge	Layout design, procure, and print the tarpaulin; and			Karyl John C. Feril	
	Endorse the the purchased items to the Secretariat.				
Programme In-Charge	Request the materials to be used from the Overall Activity Manager; and			Raquel G. Cultura	Estella P. siega
	Layout design, procure, print, and distribute the printed Programme.				Welyn E. Aboy
Certificate In-Charge	Request the materials to be used from the Overall Activity Manager; and			Jeanit C. Besinga	Jayllian A. Sulapas
	Layout design, procure, print, and endorse the printed Programme to the Secretariat.				
Plaque In-Charge	Procure and purchase plaques for the Service Awardees; and				
	Endorse the procured Plaque/s to the Secretariat.				
Letter of Invitation In-Charge	Request the materials to be used from the Overall Activity Manager; and			Raquel G. Cultura	Estella P. siega
	Layout design, procure, print, and endorse the printed Letter of Invitation to the Secretariat.				Welyn E. Aboy
Information Technology-Related Tasks In-Charge	Oversee the entire preparation of IT-related tasks and outputs;			Kevin Adrian M. Rosas	Karyl John C. Feril
	Prepare slide decks presentation for the flow of the activity;				
	Procure pictures of the Awardees and coordinate with the in-charge for the slide decks presentation.				
Equipment and or devices In-Charge	Prepare the equipment and or devices needed:				
	2	Piece(s)	Microphone(s) with stand		
	2	Piece(s)	White Board(s) with marker and erase		
	2	Piece(s)	Extension wire(s) with multiple power outlets		
			Quality sound system		






**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
Telephone Number: Front Desk (086) 826-1268

Enclosure 2 of Division Memorandum No. , s. 2019

<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
<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
<b>QATAME Plan</b>			
<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 Nijln S. Namuag
 All Management Committee members must closely coordinate to the Overall Activity Manager Team Leader and coordinate tasks with other committee members.			