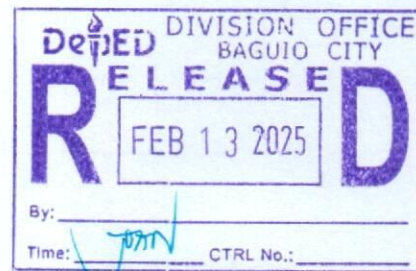




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



February 13, 2025

DIVISION MEMORANDUM

No. 123-2025

**TECHNICAL WORKING COMMITTEES IN SUPPORT TO THE
 DEPED-CAR HOSTING OF THE NATIONAL MANCOM**

To : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Section/Unit Heads
 Public School Heads
 Others Concerned

- Relative to the Regional Memorandum No. 0076 and 0077 and in support to the Department of Education – Cordillera Administrative Region (DepEd – CAR), as it hosts the upcoming National Management Committee (MANCOM) Meeting, this Office hereby organizes the composition of the Technical Working Committees of the Schools Division Office:

Terms of Reference		
Items	Persons in-charge	Tasks
School Visits prior to MANCOM	Chairperson: Juliet C. Sannad Members: PSDS' and School Heads of Schools to be visited	To organize and conduct visits to identified schools ensuring their readiness and preparedness.
Protocol/ Ushers and Transportation	Chairperson: Nieves D. Ebanio Members: Ma. Louella C. Moncada Christorey C. Simangan	To ensure protocols and etiquette are followed during the event. Assists in organizing arrangements, welcoming guests, providing guidance, maintaining orderliness and checking availability of office vehicles for transportation.
Socials	Chairperson: Juliet D. Piok Members: Rosie Beel A. Marzo Loida C. Mangangey Lourdes B. Lomas-e	Responsible for organizing the event, foster community engagement, and creating opportunities for guests to connect.
School Flyers	Chairperson: Harris G. Dizon, Jr. Members: ICT Personnel	To design and create visually appealing flyers to promote the school and the event fostering engagement and participation
MESS	Chairperson: Belen R. Tomin Members: Lilibeth G. Degsi Annette L. Doyaoen	To plan, manage and maintain supplies and services prior to the event including efficient resource utilization and cost control.
Overall Chairperson: Carmel F. Meris, OIC-ASDS		

OSDS/ STF/ cfm/ jea



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2. Moreover, personnel who will render services beyond regular duty hours will be granted Compensatory Overtime Credit (COC) upon submission of requirements subject to DO No. 030, s. 2016 or the "Policies and Guidelines on Overtime Services and Payment in the Department of Education".
3. Office vehicles should primarily be utilized for tasks directly related to the event to ensure smooth functioning of operations.
4. In addition, Ushers/Protocol officers will have a meeting on February 14, 2025, 10:00 AM at SDO Baguio Training Hall.
5. Attached are the following enclosures:
Enclosure 1: Itinerary for School Visits
Enclosure 2: Ushers / Protocol Officers
6. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
OIC – Assist. Schools Division Superintendent



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Enclosure 1: Itinerary for School Visits

OFFICIALS	Protocol Officers (to assist CO Officials)	Destination	Travel Time and Estimated Time of Arrival	Time of Visit in the Schools	Protocol Officers (to assist schools with School Heads)
1. Usec. Gina Gonong	Jennifer P. Ande	Hotel to Rizal ES and Rizal NHS	8:20 AM to 8:45 AM	8:45 AM to 9:30 AM	Rosie Beel Marzo
2. Usec. Ronald Mendoza	Nover Keithley S. Mente	Rizal NHS to Baguio Central School	9:30 AM to 9:45 AM	9:30 AM to 10:00 AM	Nixon Elahe
3. Usec. Mel John Verzosa	Benjamin Dio-al Jonalyn Ambrona	Baguio Central School to Baguio City High School (snacks)	9:45 AM to 10:00 AM	10:00 AM to 10:45 AM	
4. Usec. Malcolm Garma	Rosemarie Yangkin	Baguio City High School to Quezon ES	10:45 AM to 11:00 AM	11:00 AM to 11:30 AM	
5. Rowena Candice Ruiz	Alfredo Lanas	Quezon ES to Baguio SPED Center	11:30 AM to 12:00 NN	11:45 AM to 12:00 NN	
6. ED Jennie Jocson		SDO Baguio (Lunch)	12:00 NN	12:00 NN	
7. Asec. Georgina Ann Yang					
8. Asec. Nilo Rosas					

SCHOOL	OFFICIAL
Baguio City National Science High School	Juan Edgardo "Sonny" Angara, DepEd Secretary



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Enclosure 2: Ushers / Protocol Officers

NO.	NAME	POSITION/DESIGNATION
1	Marilyn S. Api-it	Education Program Supervisor
2	Virginia C. Alindayo	Education Program Supervisor
3	Syndey Shan M. Carino	Education Program Supervisor
4	Armi Victoria F. Fiangaan	Education Program Supervisor
5	Nora D. Dalapnas	Education Program Supervisor
6	Mary Jane N. Malihod	Education Program Supervisor
7	Lolita A. Manzano	Education Program Supervisor
8	Marina D. Tabangcura	Education Program Supervisor
9	Loida C. Mangangey	Education Program Supervisor
10	Francisco C. Copsiyan	Education Program Supervisor
11	Rosie Beel A. Marzo	Public Schools District Supervisor
12	Nixon C. Elahe	Public Schools District Supervisor
13	Jayrerosse S. Guevarra	Public Schools District Supervisor
14	Nancy B. Dumalili	Public Schools District Supervisor
15	Rey D. Gapasin	Public Schools District Supervisor
16	Rosanna D. Dizon	Public Schools District Supervisor
17	Marilyn S. Tami-ing	Public Schools District Supervisor
18	Lourdes B. Lomas-e	Public Schools District Supervisor
19	Brendalee C. Awingan	Public Schools District Supervisor
20	Santiago L. Bugtong	Public Schools District Supervisor
21	Helen C. Acop	School Head
22	Gemma N. Lomboy	School Head
23	Riona B. Copiling	School Head
24	Sharon Christianne R. Castillo	School Head
25	Agnes P. Lomas-e	School Head
26	Janet B. Pascua	School Head
27	Jeffrey T. Aliga	School Head
28	Danilo P. Gayao	School Head
29	Jason W. Pascaden	School Head
30	Salome C. Fangkingan	School Head