



Republic of the Philippines  
**DEPARTMENT of EDUCATION**  
REGION XI  
**Schools Division of Digos City**  
City of Digos



April 18, 2017

DIVISION MEMORANDUM  
NO. 271, s.2017

**WORKING COMMITTEES IN RELATION TO THE MANAGEMENT COMMITTEE  
(MANCOM) MEETING AND INSTALLATION AND TURN-OVER  
CEREMONIES ON MAY 2, 2017**

To: All Concerned


1. To ensure the smooth flow of the preparation for the Installation and Turn-over Ceremonies on May 2, 2017 (Tuesday afternoon at 1:00PM), the field is hereby informed of the working committees designated for that purpose.
2. Attached is a copy of the Working Committees for your reference.
3. *Wide and immediate dissemination of this Memorandum is earnestly desired.*

  
**DEE D. SILVA, DPA, CESO VI**  
Schools Division Superintendent 

DepEd Schools Division of Digo:

**RELEASED** 4160

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By: 

RBD-HRD

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### Working Committees

Committees	Chair	Member/s	Function/s
Masters of Ceremonies	Anamerthyl Regala and Reyzen Monserate	Ronald Dedace	In-charge of the flow of the program
Programme and Invitation	Anamerthyl Regala	Peter-Jason Senarillos Vincent Zambra Guy Mara-asin	Prepares and distributes the programmes and invitation to the invited guests and visitors
AVP and Layout	Myleen Robiños		Prepares the AVP and layout the design of the tarpaulin
Documentation	Stephen Pascual	Peter-Jason Senarillos Airon Alejandro Aleli Chiong	Documents the program by taking pictures and videos Prepares write-ups and to be uploaded in the Division webpage
Usherretes	Maria Jadloc	Julie Ann Posadas Bonafe Catherine Burgos Daissy Jane Sanoy Alnie Fe Ymalay	Ushers the guests and visitors
Registration	Myhrra Faye Bontia	Helena Solon Ronald Dedace Jose Israel Maravilles	In-charge of the signing in of the attendance sheets and giving of certificate of appearance
AVP and PPT	Xavier Fuentes	Albert Espino	In-charge of the preparation of the AVP and PPT of the presenters
Budget	Neptune Tambilawan		Approves the estimated expenditures of the activity
Procurement	Beverly Daugdaug Marcelino Ranollo	Analiza Almazan Juvy Comaingking Myleen Robiños Reynante Pantonial BAC Canvasser	In-charge of the procurement of the requests
Production Numbers	PSDS Focal Persons/School Heads SDO Personnel		Prepares a 3-5 minute production number
Food	Service Provider		
Lights and Sounds	Service Provider		
Tarpaulins and Plaque	Service Providers		
Consultants	Emmanuel Hugo	Beverly Daugdaug Francis Jude Alcomendras	To be consulted about the preparation and process of the program
Over-all	Ronald Dedace		In-charge of the over-all flow of the program