



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 1233, s.2018

December 13, 2018

MEETING WITH THE SCHOOL HEADS CUM TEAM MANAGEMENT

To: Division Chiefs
PSDSs
EPSs
Public School Heads
Section Heads
Members of the Management Committee (ManCom)
Technical Working Group (TWG)


1. Instead of having the Division Monitoring, Evaluation and Adjustment (DMEA) on December 18, 2018, this Office announces the conduct of Meeting with the School Heads cum Team Management on the same date and venue.
2. Attached is a copy of the Technical Working Group (TWG) that will facilitate the conduct of the said activity.
3. The activities in the afternoon as stated in the previous memorandum shall remain the same.
4. Wide and immediate dissemination of this Memorandum is earnestly desired.

FOR AND IN THE ABSENCE OF:

WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent


MELANIE P. ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
18-24990
DATE: DEC 17 2018 TIME: 10:04 AM
BY: 

ronald dedace: December 13, 2018 Meeting with the School Heads cum Team Management



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Technical Working Group (TWG)

| Names | Committee | Task/s |
|---|-----------------------|--|
| Cecile C. Uy | Overall Chairperson | -Supervises the conduct of the activity -Prepares attendance sheets and CAs |
| Erlito Damo | Vice Chairperson | -Coordinates with the overall chairperson and other members of the TWG -In-charge of the logistical arrangement |
| Myleen Robiños | Power Point Director | -Facilitates the technical arrangement of the activity |
| Juvy Altamera Jake Lloyd Vencio Dheltmie Peñas | Masters of Ceremonies | -Prepares program -Facilitates the conduct of the activity: meeting proper and the team management (parlor games, raffle draw, presentations, "choralling" and manito/manita) |
| Sheena Asarak Mark Castañares Claire Marriz Moral | Registration Food | -In-charge in the registration of the participants -Distributes the certificate of appearance -Coordinates with the caterer in the distribution of food |