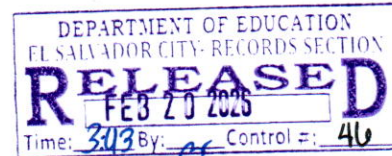




Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY



February 16, 2026


DIVISION MEMORANDUM

No. 046, s. 2026

**HOSTING OF THE 67<sup>TH</sup> REGIONAL MANAGEMENT COMMITTEE MEETING**

To: Education Program Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In reference to **Regional Memorandum: Nos. 061, 110, and 133 s. 2026**, titled **67<sup>th</sup> Regional Management Committee (REMANCOM) Meeting**. This Division will host the said meeting at the Monicon Hotel, Zone 3, Tuburan, Poblacion, El Salvador City on February 25.
2. Attached are the List of the Working Committee and List of Protocol Officers. The committee shall proceed to the venue on February 24 – 25 to deliver the tasks given. This Memorandum also serves as **Authority to Travel** for all identified working committees and protocol officers.
3. This Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. This Office directs the immediate dissemination and strict compliance of this Memorandum.

  
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

ATCH.: As stated

To be indicated in the Perpetual Index  
 under the following subjects:

REMANCOM Meeting

CID/NAA



Address: Zone 3, Tuburan, Poblacion, El Salvador City  
 Telephone Nos.: (088) 882-6326  
 Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)  
 Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

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REGION X – NORTHERN MINDANAO

SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 1 to Division Memorandum No. 046, s. 2026

### Working Committees

Committee	Members	Tasks
Over-all Head, Technical Working Group	Chair: Randolph B. Tortola Co-Chair: Conniebel C. Nistal, PhD	
Program and Invitation	Chair: Maricris P. Quismundo Co-Chair: Vanessa Prores L. Tiad Member: Cherry Lou D. Asequia	1. Prepares the program and invitation
Intermission	Chair: Vanity Jade C. Lazaga Co-Chair: Jovit D. Comon	1. Coordinates with the invitation committee 2. Ensures that the presenters are at the venue prior to their number/presentation
Confirmation of Guests and Participants	Chair: Cheriemy D. General	1. Prepares google sheet on the confirmation of guests and participants 2. Prepares list of protocol officers two per division
Food	Chair: Ninian A. Alcasid Co-Chair: Analyn G. Fabria Member: Cheriemy D. General	1. Coordinates with the caterer 2. Ensures that the caterer abides by the provision of the Sanitation Code of the Philippines 3. Prepares the following documents relative to the conduct of the activity: 3.1 Complete Staff Work, Division Memorandum 3.2 Estimated Budget, TORs and Compositions of Working Committees. 4 Coordinates arrangement of the venue 5 Facilitates the preparation and overall flow of the program 6 Prepares Rooming List 7. Troubleshoots problem areas, if any



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### SCHOOLS DIVISION OF EL SALVADOR CITY

Partnership and Linkages	Chair: Franz Maybelle M. Gaid Co-Chair: Dr. Bridget Gale B. Gellor Member: Apple Kieth B. Arangoso	1. Coordinates with the Local Government Unit and industry partners for support
Finance	Chair: Maricel B. Jangao, CPA Co-Chair: Stephanie Saligumba, CPA Members: ABC Personnel	1. Settles obligation incurred before and during the activity 2. Prepares documents for disbursement and payment
Lei Preparation	Chair: Rene A. Conog	1. Prepares the lei 2. Distributes lei to the ushers/usherettes 3. Coordinates with the Usherette Committee
Decoration	Chair: Analyn G. Fabria Co-Chair: Rene A. Conog Members: Anecito S. Amoguis Sheila Marie B. Dahuyag CONHS Teachers	1. Prepares the plan and budget and present it to the EXECOM 2. Prepares the layout and installs the backdrop (tarpaulin) 3. Decorates the venue
Physical Arrangement	Chair: Rolly B. Labis Co-Chair: Kevin B. Asequia Members: Esmael V. Malaco All Job Orders	1. Coordinates with the decoration committee for the table skirting 2. Does physical set up of the venue in 3. Prepares the plan on the assigned area of the participants by division 4. Sets-up markers on the assigned sets of the participants and guests
After Care	Chair: Jeffery Martinez Members: OSDS Administrative Unit	1. Ensures cleanliness and orderliness of the venue
Token	Chair: Lina C. Bejiga Co-Chair: Johnell Francis Vacalares Members: ALS Teachers	1. Procures token for the guests and participants 2. Distributes token to the protocol officers
Registration and Attendance	Chair: Lorna H. Estrosas Co-Chair: Margie R. Valmoria Members: Personnel- Records Section	1. Prepares Registration Form and Attendance Sheet 2. Takes charge of registering and checking the attendance of the participants
Usher/Usherette	Chair: Marie Jade A. Cacayan Co-Chair: Melanie M. Ligutom Members: Apple Kieth B. Arangoso Bob T. Paquinol Phoebe Joy M. Pacut Therese Angeli M. Romasanta	1. Presents the lei to the guests and participants 2. Coordinates with the Committee on Physical arrangement on the sitting arrangement of the guests and participants



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SCHOOLS DIVISION OF EL SALVADOR CITY

Protocol Officers	Attachment No. 2	<ol style="list-style-type: none"> <li>1. Confirms expected time of arrival and expected time of departure of guests</li> <li>2. Meets and greets the guests upon arrival</li> <li>3. Ensures that the guests are comfortably settled at the hotel</li> <li>4. Respond to the needs and queries of the guests</li> <li>5. Distributes the token and the certificate of appearance to the assigned guests</li> <li>6. Bids the guests safe travel</li> </ol>
Documentation	Chair: Romel C. Abang Members: Select ALS Teachers	<ol style="list-style-type: none"> <li>1. Takes note of the preliminaries.</li> <li>2. Takes pictures or videos of activities.</li> </ol>
Sound System	Chair: Roque R. Sabasaje Co-Chair: Sherrie R. Dungog Member: James Worren P. Clarabal	<ol style="list-style-type: none"> <li>1. Coordinates with the program Committee on the flow of the event</li> <li>2. Ensures that music/video are arranged according to the flow of the program</li> <li>3. Checks the readiness of the sound system, microphones and other electronic device</li> <li>4. Ensures availability of microphones per table</li> </ol>
IT Set up	Chair: Sherrie R. Dungog Co-Chair: Glenn John O. Isiderio	<ol style="list-style-type: none"> <li>1. Installs televisions at the venue</li> <li>2. Coordinates and check the sound system</li> </ol>
Open Forum	Chair: Rene A. Conog Co-Chair: James Worren P. Clarabal Member: Anecito S. Amoguis	<ol style="list-style-type: none"> <li>1. Facilitates the prompt use of the microphones to the discussants (SDS/ASDS)</li> </ol>
Health and First Aid	Chair: Dr. Bridget Gale B. Gellor Co-Chair: Cecille Z. Khobuntin Members: Vanessa Prores L. Tiad Franz Maybelle M. Gaid	<ol style="list-style-type: none"> <li>1. Ensures that the minimum health standards are strictly observed</li> <li>2. Attends to the medical needs of participants and guests</li> </ol>
Certificates	Chair: Jurica Ethel L. Estrada Co-Chair: Cheriemy D. General	<ol style="list-style-type: none"> <li>1. Prepares and prints the Certificate of Appearance, Participation, and Recognition</li> <li>2. Facilitates the distribution of certificates by division</li> </ol>
Master of Ceremonies	Joan F. Eran Eric Gabriel C. Balili	<ol style="list-style-type: none"> <li>1. Facilitates the flow of the program</li> <li>2. Coordinates with the sound system committee</li> </ol>



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Attachment No. 2 to Division Memorandum No. 046, s. 2026

**PROTOCOL OFFICERS**

<b>SDO Officials</b>	<b>Protocol Officers</b>	<b>Contact Number</b>
Bukidnon	Ninian A. Alcasid/Carmille V. Gahay	09277042981/09177773345
Cagayan de Oro City	Therese Angeli M. Romasanta	09157715425
Camiguin	Analyn G. Fabria	09177701740
Gingoog City	Jovit D. Comon	09692021819
Iligan City	Vanity Jade C. Lazaga	09155807506
Lanao del Norte	Kevin B. Asequia	09061528686
Malaybalay City	Anabelle M. Mamaclay	09177086203
Misamis Occidental	Rolly B. Labis /Marilou Descallar	09177751727/09353171026
Misamis Oriental	Sammy S. Tres Reyes	09978616232
Oroquieta City	Genevieve E. Lusterio	09778544002
Ozamiz City	Melanie M. Ligutom	09367849562
Tangub City	Marie Jade A. Cacayan	09059113945
Valencia City	Merogim Mugot	09263649614
RD Arturo B. Bayocot	Randolph B. Tortola/Jon Louis O. Dacoco	09176378202/09913051808
ARD Eric Martin	Conniebel C. Nistal/Gie Grace A. Cesar	09178595500/09278428246
RO Functional Chiefs	Lina C. Bejiga/Helen Palasan	09778460798/09171087326