



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

March 4, 2026

**DIVISION MEMORANDUM**

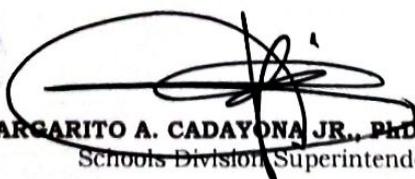
No. 105, s. 2026

**HOSTING OF THE REGIONAL MANAGEMENT COMMITTEE (MANCOM) MEETING**

To : Assistant Schools Division Superintendent  
Education Program Supervisor Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Division Section Heads  
Selected School Heads and Teachers  
All Others Concerned

1. This is to inform all concerned that the Department of Education – Region VIII **Regional Management Committee (ManCom) Meeting will be hosted by the Schools Division of Calbayog City on March 10–11, 2026** at a venue to be announced in a separate issuance.
2. This activity aims to convene regional and division officials to discuss priority programs, performance updates, policy directions, and other administrative and operational concerns in support of quality basic education delivery.
3. To ensure the successful conduct of the said activity, attached herein is the **composition of the Division Technical Working Group (TWG)**, with corresponding committees and responsibilities (*see Enclosure 1*).
4. This Memorandum shall serve as the **Travel Authority** and **Special Order** of the members of the Technical Working Group (TWG) in the performance of their duties relative to the hosting of the said Regional Management Committee Meeting.
5. Expenses to be incurred in the hosting of the Regional ManCom Meeting shall be charged against available local funds, subject to the usual accounting and auditing rules and regulations.
6. All concerned are enjoined to extend full support and cooperation to ensure the smooth and successful conduct of this important regional activity.
7. For immediate dissemination and compliance.



  
**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
Schools Division Superintendent

Enclosure 1 p. 1 of Division Memorandum No. \_\_\_\_\_, s. 2026

**TECHNICAL WORKING COMMITTEE**  
**Regional Management Committee (ManCom) Meeting**  
 March 10–11, 2026 | Red Iron Hotel, Calbayog City

<b>Committee / Function</b>	<b>Chairperson</b>	<b>Members</b>	<b>Terms of Responsibilities</b>
<b>Steering Committee</b>	Dr. Margarito A. Cadayona Jr. CESO VI SDS	Dr. Jun-Nilou D. Dulfo OIC ASDS Dr. Renato S. Cagomoc Chief, CID Dr. Ave.lina P. Tupa OIC Chief, SGOD	<ul style="list-style-type: none"> <li>• Supervise the conduct of the activity.</li> <li>• Coordinate with the committees as to extent of accomplishment of work.</li> </ul>
<b>Stage / Venue Design &amp; Photobooth</b>	Sunray M. Balasbas T-III, CCNHS	Jonathan T. Tan, T-III, CCNHS	<ul style="list-style-type: none"> <li>• Conceptualize and design stage backdrop and venue aesthetics</li> <li>• Set up photobooth area</li> <li>• Ensure visual branding aligns with ManCom theme</li> <li>• Supervise ingress and egress of decorations</li> </ul>
<b>Program Management</b>	Rose M. Bolasa T-III, CCNHS	Robert Anthony F. Ygrubay, MT-II/OIC-SEPS-SMME Carlo A. Doinog, MT-I/TIC	<ul style="list-style-type: none"> <li>• Prepare program flow</li> <li>• Coordinate with speakers and facilitators</li> <li>• Ensure smooth transition of activities</li> <li>• Time management of program segments</li> </ul>
<b>Documentation</b>	Ylrah D. Salor T-III, ONHS	Raffy S. Alabado, T-III, ONHS	<ul style="list-style-type: none"> <li>• Photo and video coverage</li> <li>• Prepare post-activity documentation report</li> <li>• Organize documentation files for archiving</li> </ul>
<b>Technical (Audio-Visual &amp; ICT)</b>	Ruthel O. Conchas T-III, CCNHS	Drixel Idol R. Ortega AO-II	<ul style="list-style-type: none"> <li>• Manage sound system and LCD setup</li> <li>• Ensure stable presentation equipment</li> <li>• Provide technical assistance during sessions</li> <li>• Prepare all AVPs during the event.</li> </ul>
<b>Program &amp; Invitation / Certificates</b>	Michael A. Miano T-III, CCNHS	Gente R. Corsiga, T-III, CCNHS	<ul style="list-style-type: none"> <li>• Prepare invitations</li> <li>• Design and print certificates</li> <li>• Ensure accuracy of names and titles</li> </ul>
<b>Hotel Accommodation</b>	Michael V. Pernia P-III, TCES	Asther E. Bachar EPS-II, SMME	<ul style="list-style-type: none"> <li>• Coordinate room assignments</li> <li>• Liaise with Red Iron Hotel management</li> <li>• Ensure proper check-in and check-out arrangements</li> </ul>
<b>Lakbay Aral &amp; Tokens</b>	Dr. Renato S. Cagomoc Chief, CID	All EPSs and PSDSs	<ul style="list-style-type: none"> <li>• Organize Lakbay Aral component</li> <li>• Procure and distribute tokens/souvenirs</li> <li>• Coordinate site visit logistics</li> </ul>
<b>Fellowship Night</b>	Dr. Avelina P. Tupa OIC-Chief, SGOD	Carren Meryl A. Cabadsan SEPS-SMN SGOD Personnel	<ul style="list-style-type: none"> <li>• Plan fellowship program</li> <li>• Coordinate performances and dinner flow</li> <li>• Ensure program engagement and decorum</li> </ul>
<b>RMANCOM Kits</b>	Grace S. Pagunsan, AOV	Admin and Personnel Unit	<ul style="list-style-type: none"> <li>• Prepare participant kits</li> <li>• Ensure completeness of materials</li> <li>• Distribute kits during registration</li> </ul>
<b>Secretariat / Registration</b>	Marita P. Senolos SEPS-HRD	Sharon Balza EPS-II, SMN	<ul style="list-style-type: none"> <li>• Manage registration desk</li> <li>• Prepare attendance sheets</li> </ul>

DEPARTMENT OF EDUCATION REGION VIII - SCHOOLS DIVISION OF CALBAYOG CITY

		Marlie M. Mendoza Planning Officer	<ul style="list-style-type: none"> <li>• Prepare the minutes of the MANCOM proper</li> </ul>
<b>Hosts - ManCom Proper</b>	Samuel A. Repelente MT-III/TIC, CADSEV Dr. Maria Luz C. Murillo P-II, ONHS	—	<ul style="list-style-type: none"> <li>• Serve as Masters of Ceremony during ManCom proper</li> <li>• Facilitate smooth program transitions</li> </ul>
<b>Hosts - Fellowship Night</b>	Remirose Getigan, T-III, SPNHS Carlo A. Doinog MT-I/TIC, TNHS	—	<ul style="list-style-type: none"> <li>• Serve as Masters of Ceremony for Fellowship Night</li> </ul>
<b>Ushers &amp; Usherettes</b>	Rina M. Aboganda EPS-II	Abegail Dionisio AO-II Dell Christine Aniban AO-II Edgardo P. Serrato Jr., ADAS VI Jose Don P. Babon AO-II	<ul style="list-style-type: none"> <li>• Assist in registration</li> <li>• Guide participants to seats</li> <li>• Provide general assistance during sessions.</li> <li>• Prepare lei for the guests.</li> </ul>
<b>Presentation &amp; Performances</b>	Kristian Aldrin P. Cruda, P-I	John Jayson T. Chan, T-III, ONHS Arvin A. Julaton MT-II, CCNHS Marilee B. Tibo T-III, CCNHS June M. Ortiz MT-I, CCNHS	<ul style="list-style-type: none"> <li>• Prepare intermission numbers</li> <li>• Coordinate performers and rehearsals</li> <li>• Manage sequence of performances</li> </ul>
<b>Venue Accommodation</b>	Carlo A. Doinog, MT-I/TIC	Mark L. Icawat T-II, TNHS Narciso R. Robles T-II, TNHS Remegio U. Balomaga Jr. T-III, TNHS	<ul style="list-style-type: none"> <li>• Oversee physical venue setup</li> <li>• Ensure seating arrangement</li> <li>• Maintain cleanliness and order of function areas</li> </ul>