

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



14 April 2025



Regional Memorandum

No.278 s.2025

**HOSTING OF THE NATIONAL MANCOM MEETING AND
CREATION OF WORKING COMMITTEES AND ASSIGNMENTS**

To : Schools Division Superintendents

1. The DepEd Region IV-A CALABARZON will host the National Mancom Meeting on April 22-23, 2025 at a venue to be announced in a separate advisory.
2. For a seamless conduct of the activity, the working committees are hereby created including the assignments and terms of reference attached hereto.
3. All the chair and members of the working committees are authorized to be at the venue on April 21, 2025 to ensure readiness before the actual conduct of the activity. Likewise, all tokens are expected to be delivered at Wawa Elementary School care of the Public Schools District Supervisors in the morning of the same day.
4. Expenses relative to this conduct of activities shall be charged against local and other available funds subject to the usual accounting and auditing rules and regulations.
5. For queries, please coordinate with the Office the Assistant Regional Director at ard.calabarzon@deped.gov.ph.
6. Immediate dissemination and strict compliance with this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

Enclosure No. 1 Working Committees

WORKING COMMITTEES

Committee	Chair/In-Charge (RO)	SDO Counterpart/s
Oversight	RD Alberto T. Escobarte ARD Loida N. Nidea SDS Lourdes T. Bermudez	SDS Marites Ibañez ASDS Gregg Mueco ASDS Rhina Ilagan
Finance	Marites L. Gloria Laarni A. Evaristo	Eden Alon (Accountant) Layne Ortega (Budget Officer)
Program and Logistics	Jisela N. Ulpina Luz E. Osmeña	EPS Jimmy Morillo PSDS Avelino Mortel Nina Dimaculangan Louie Alvarez Randolf Abanto
Accommodation (including Travel Guide Materials)	Eduarda M. Zapanta	PSDS Gregorio Meneses PSDS Avelina Gaa
Transportation and Protocol Officers	Ann Geralyn T. Pelias	RO and 23 SDOs Lou Panaligan, AO V
Health and Well-being	Viernalyn M. Nama	Dra. Karen Cadano – Medical Officer Randy Malabanan – Nurse Arjay Petil - Nurse
Documentation and Publication/same day edit	Ariel M. Azuelo and Eugene Ray Santos	Ernani Catapat - Division ITO Elizalde Piol - Division Information Officer Domcar Lagto – School Head Cavite Province
Registration and Ushering	Michael Girard R. Alba	Cherryl Baril - AO IV Property and Supply
Physical Arrangement and Technical Support	Elino S. Garcia Rey M. Valenzuela	EPS Jimmy Morillo PSDS Avelino Mortel PSDS Gregorio Meneses PSDS Avelina Gaa Carla Marie Razon
Tokens	Finance	PSDS Joel Lubis 22 SDOs (except Batangas Province) <ul style="list-style-type: none"> • RASSI (Barong) • RO – t-shirt and floral shirts • Tayabas City - notebook • Rizal Cluster and Quezon Cluster – garland/shawl • Cavite, Batangas Cluster (except Batangas Province) and Laguna Clusters - goodies • Laguna Province - basket/container • Cavite Cluster - Jacobina and black pepper • Batangas Cluster – Coffee/ Tablea

Committee	Chair/In-Charge (RO)	SDO Counterpart/s
		<ul style="list-style-type: none"> • Imus City - Chocnut • Biñan City - Pinipig
Food and Beverages	Jocelyn Martin	EPS Macaria Carandang
<p>Note:</p> <p>Each committee chair will choose members of the committee both from the Regional and Schools Division Offices.</p>		

Enclosure No. 2 Terms of Reference

TERMS OF REFERENCE

Committee	Terms of Reference
Oversight	<ol style="list-style-type: none"> 1. Prepare the general plan 2. Oversee the preparation, during and post implementation activities 3. Ensure that all plans are implemented seamlessly
Finance	<ol style="list-style-type: none"> 1. Ensure that funds are available and procurement are conducted based on the Mancom Meeting requirements 2. Download funds to SDOs of Batangas Province and Tayabas City
Program and Logistics	<ol style="list-style-type: none"> 1. Prepare the program during the Mancom proper, team building, and fellowship 2. Coordinate with the Technical Support Team for the presentations of each resource person and other guests
Accommodation (including Travel Guide Materials)	<ol style="list-style-type: none"> 1. Summarize travel details of all the guests who are participants in the Mancom Meeting 2. Ensure that all guests are accommodated comfortably in coordination with the hotel 3. Coordinate with SDO Batangas Province regarding signages in going to the Mancom venue
Transportation and Protocol Officers	<ol style="list-style-type: none"> 1. Ensure that all guests are transported from the airport, hotel, or other venues to the Mancom site on time 2. Provide transportation, simple snacks, fruits, water, and sanitation supplies in the service vehicle 3. Assign three (3) personnel in the service vehicle – driver, protocol officer, SDS/ASDS or representative
Health and Well-being	<ol style="list-style-type: none"> 1. Ensure presence of medical doctor and nurses during the entire duration of the Mancom Meeting 2. Provide the needed medicine and first aid materials 3. Lead in the well-being/team building activities
Documentation and Publication/same day edit	<ol style="list-style-type: none"> 1. Prepare hard and e-copy of the Mancom Meeting newsletter 2. Document the Mancom Meeting proceedings 3. Produce the same day edit
Registration and Ushering	<ol style="list-style-type: none"> 1. Ensure that all expected participants are documented and registered 2. Assist the guests to their assigned seats/room assignments
Physical Arrangement and Technical Support	<ol style="list-style-type: none"> 1. Ensure that the venue is set before the Mancom Meeting (working tables, microphones, hall and stage decors, tablecloth and skirting, centerpiece, photobooth, tarpaulins and parking area and road signages, LCD, television set, visual presentations, name tags, and etc.)

Committee	Terms of Reference
	2. Ensure that all presentations are collated and made available during the Mancom Meeting and coordinated to the speaker and PMT
Tokens	<ol style="list-style-type: none"> 1. Prepare and give to the host division the tokens assigned for the region and the SDOs 2. Take care of the collation, packing, and distribution, in coordination with the Protocol Officers, the tokens to be distributed to the guests on the last day of the event on April 23, 2025
Food and Beverages	<ol style="list-style-type: none"> 1. Ensure that all participants are provided with food and beverage within the duration of the Mancom Meeting 2. Coordinate with the hotel and SDO Batangas Province on the availability of food and beverages allocated to the participants and working committees 3. Ensure that each room is provided with fruits, biscuits, and water upon arrival at the hotel on April 22, 2025