



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

July 9, 2025

Division Memorandum
OSDS-2025 - 440

**SDO COMPOSITION OF WORKING COMMITTEE FOR THE 41ST REGIONAL
MANAGEMENT COMMITTEE MEETING (REMANCOM)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors and Specialists
Public Schools District Supervisors
Principals Incharge of the District
Elementary and Secondary School Heads
All Others Concerned

1. The Deped Region IX, 41st Regional Management Committee Meeting (REMANCOM) will be hosted by the Schools Division of Dapitan City on July 30, 2025. Specific venue will be announced later.
2. To ensure the success of hosting an event, committees must take an action and work together with clear planning, coordination, and execution.
3. The SDO composition of the different working committees is found in Enclosure No. 1 to this Memorandum.
4. Expenses incurred by the participants and members of the different committees shall be charged against Division MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum to all concerned is desired.


JAY S. MONTEALTO, Ed, JD, CESO VI
OIC, Schools Division Superintendent





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(Enclosure No. 1 to the Division Memorandum No. ____, s. 2025)

**SDO COMPOSITION OF WORKING COMMITTEES FOR THE 41ST REGIONAL
MANAGEMENT COMMITTEE (REMANCOM)**

Committee	Person Responsible	Roles and Responsibility
Minutes and Documentation	Chair: Marilou Monding Members: Amythyst Faith O. Diao Genevieve S. Adiong Julie Ann Lacay	<ul style="list-style-type: none">Prepare minutes of the meeting.
Program, Invitation and Publications	Chair: Ma. Perga A. Cadiente Co-Chair: Lindo O. Adasa Members: Anthon John S. Soriano Ruby Paguntalan Ruth Abapo Margie Mangaron	<ul style="list-style-type: none">Secure the minutes of the previous REMANCOM.Prepare souvenir program and invitations.
ICT Team and Sounds	Chair: Lourence N. Reyes Members: Medar Padao ComSci OJT	<ul style="list-style-type: none">Organize the soft copies of the presenter.Set up television, projector and sound system.
Usherettes/Lei:	Chair: Helen T. Calaguian Members: Marlyn Esmade Edna Quimiguing Michelle Villadarez	<ul style="list-style-type: none">Prepare leiUsher participants
Decoration/Arrangement	Chair: Geordito T. Olario Member: Jonathan Reluya Rene Acabal	<ul style="list-style-type: none">Prepare the decoration and arrangement of the venue.
Food and Accommodation	Chair: Sherlito Sagapsapan Members: Vicente Jose V. Suarez II Noel P. Mangubat Olga P. Miranda	<ul style="list-style-type: none">Prepare meals and snacks including its procurement.
Secretariat	Chair: Bobbie E. Gurabot Members: Nueva Andag Nancy Tangcalagan	Prepare and facilitate the following: Certificate of Recognition Certificate of Participation Certificate of Appearance Attendance Sheet Registration Name-Plate
Health and Safety	Chair: Dr. Roderick Hamsirani Members: Gwilym Elumba Marieta Gaburno	<ul style="list-style-type: none">Provide immediate medical attention and first aid to those in need.
Emcee	Chair: Johann Andrei A. Ladera Member: Jidelle G. Garcia	<ul style="list-style-type: none">Oversee the smooth flow of the program.



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		<ul style="list-style-type: none">• Serve as the link between different parts of the program and speakers.
Tarpaulin	Chair: Jerry M. Perong Member: Lourence N. Reyes	<ul style="list-style-type: none">• Prepare the tarpaulin and its procurement.
Accomplishment Report	Chair: Vicente Ramon V. Suarez II Member: Peter Alavanza	<ul style="list-style-type: none">• Prepare accomplishment report/ Activity completion report
Token	Chair: Esmeralda A. Bagaipo Members: Andrew Estoque Elsa Q. Aranas Joy I. Cagbabanua Jimmy Gahuman Rizza Daboda Jose Overa	<ul style="list-style-type: none">• Prepare and distribute token to guest and participants.
Entertainment/Ice Breakers	Chair: Jephone Yorong Member: Johann Andrei Ladera	<ul style="list-style-type: none">• Plan ice breakers activities based on audience and available time.