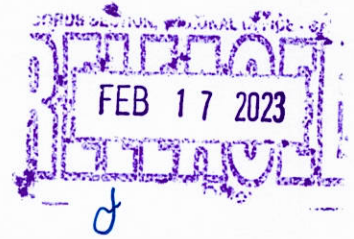




Republic of the Philippines
Department of Education
CARAGA REGION



February 16, 2023

REGIONAL MEMORANDUM

No. 0123, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
ASST. SCHOOLS DIVISION SUPERINTENDENTS
RO THE FUNCTIONAL DIVISION CHIEFS
DIVISION CID AND SGOD CHIEFS
MANCOM SECRETARIAT
This Region

MEMBERS OF THE REGIONAL MANAGEMENT COMMITTEE SECRETARIAT

1. The field is hereby informed of the following composition of the Secretariat for the Regional Management Committee (ManCom) Secretariat:

Lead Secretariat: Kevin Hope Z. Salvaña
Members: Mary Christine Odtojan
Marcelino Ahon
Jessa Mae Prisco

2. During the conduct of Regional ManCom and Regional Expanded ManCom Meetings, the ManCom Secretariat shall:

- prepare Regional Memoranda, Travel Authorithies, Communications, and Requests for Fund Transfer;
- record the attendance, minutes and proceedings of the meetings in adherence to the prescribed templates in the Quality Management System-Procedures and Work Instructions Manual;
- email the notice of meeting, and the minutes of the meeting to the ManCom members prior to conduct of the meetings;
- coordinate with the host division/office in the preparation of the meeting proceedings;
- collect all presentation materials and facilitate in the conduct of virtual, and hybrid ManCom Meetings upon the directive of the Regional Director; and
- perform other tasks and duties related to the preparation and conduct of the Regional ManCom and Regional Expanded ManCom Meetings as directed by the Regional Director.

3. Immediate dissemination of this Memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: None

Reference: None

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

CLM/khzs
01/10/2023



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