



Republic of the Philippines
Department of Education
CARAGA REGION



May 31, 2023

REGIONAL MEMORANDUM

No. 0452, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
ASST. SCHOOLS DIVISION SUPERINTENDENTS
RO FUNTIONAL DIVISION CHIEFS
MANCOM AND REXECOM SECRETARIAT
This Region

MEMBERS OF THE REGIONAL MANAGEMENT COMMITTEE SECRETARIAT

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

Lead Secretariat: Pedro A. Tecson
Members: Jez Marie R. Macuno
Marcelino M. Ahon, Jr.
Winston C. Eben

2. During the conduct of Regional ManCom, Regional Expanded ManCom, RexeCom, the secretariat shall:

- prepare Regional Memoranda, Travel Authorities, Communications, and Request for Fund Transfer.
- record 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 and RexeCom 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 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.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director



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