



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2025-0037

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Chief, Education Supervisor, SGOD  
Education Program Supervisors, CID  
Education Program Supervisor, SGOD  
Public Schools District Supervisors  
All Public School Heads, Integrated, Elementary and Secondary Schools

Subject: **104<sup>TH</sup> REGIONAL MANAGEMENT COMMITTEE MEETING**

Date: January 31, 2024

1. This has reference to the Regional Memorandum No. ORD-2025-017, re: *104<sup>th</sup> Regional Management Committee Meeting*. The Division of Davao del Norte shall host the said activity on February 03, 2025 at Bulwagan ng Karunungan Hall, Provincial Government Center, Brgy. Mankilam, Tagum City.
2. In line with this, all identified Technical Working Group members are requested to actively support the preparation and execution of the event, following the scheduled activities outlined in the enclosures.
3. Personnel involved in this activity shall be granted with Service Credit/Compensatory Overtime Credit for the services rendered on holidays/weekends in compliance with DepEd Order No. 30, s. 2012 or the Policies and Guidelines on Overtime Services and Payment in the Department of Education.
4. Everyone is encouraged to continually support and recognize the value of equality and diversity of all personnel (Equal Opportunity Principle) while complying with the directives set forth by this office.
5. For widest dissemination and compliance.

Enclosed: as stated  
SGOD/jaac



**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

**104<sup>TH</sup> REGIONAL MANAGEMENT COMMITTEE MEETING**  
**TECHNICAL WORKING GROUP**

<b>Committee</b>	<b>Concerned Personnel</b>
Executive	Chair : SDS Reynaldo B. Mellorida Co-Chair : ASDS Janette G. Veloso Member : Chief Edward C. Amoguis
Program	Chair : Liezl Josol Co – Chair : Exelsis Deo A. Deloy Members : Joanna Mari C. Borbon
Logistics, Venue, and Food	Chair : Eric P. Indie Co – Chair : Adones P. Layaguin Members : Oliver C. Ponsades
Technical Support and Sound System	Chair : Paul E. Arsolon
Finance and Budget and Ways and Means	Chair : Ma. Lourdes A. Quesada Co – Chair : Lilli Ann R. Siason Norhan C. Jalmaani
Registration, Certificates, and Token	Chair : Adones P. Layaguin Co-Chair : Romela T. Pangandoyon Members : <ul style="list-style-type: none"> <li>• Melanie O. Mandin</li> <li>• June Angelo A. Mercado</li> </ul>
Documentation	Chair : Allen T. Guilaran Co-Chair : June Angelo A. Mercado
Protocol and Ushering	Chair : Evelyn Grace H. Labasan Co-Chair : Mary Kristine C. Sagot <i>(to be assisted by the members of the registration committee)</i>
Health and Safety and Emergency Response	Chair : Dr. Henry S. Villarosa Co-Chair : Jillian April A. Casal Members : <ul style="list-style-type: none"> <li>• Alrene C. Calotes</li> <li>• Hazel V. Calotes</li> </ul>
Evaluation and Feedback	Chair : Arnel F. Labasan

**104<sup>TH</sup> REGIONAL MANAGEMENT COMMITTEE MEETING**  
**SCHEDULE OF ACTIVITIES**

<b>DATE</b>	<b>ACTIVITY</b>
January 27-February 01, 2025	Preparation of Leis, Tokens, and Certificates
February 02, 2025	Venue preparation and Technical Run
February 03, 2025	104 <sup>th</sup> Regional Management Committee Meeting