



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
 Superintendent

MEMORANDUM

**PREPARATIONS FOR THE HOSTING OF THE FIRST JOINT
 REXREMANCOM MEETING AND THE WORKING COMMITTEES**


To: Assistant Schools Division Superintendent
 Chief Education Supervisor (CID and SGOD)
 Education Program Supervisors and Public Schools District Supervisors
 Public Elementary and Secondary School Heads/OICs
 All Others Concerned

1. Pursuant to Regional Memorandum No. 017, s. 2026, titled "1st Joint Regional Executive Committee and Regional Management Committee (RExReManCom) Meeting," the Schools Division Office of Muntinlupa shall host the said meeting on **January 20, 2026 (Tuesday)** at **Azumi Boutique Hotel (Building 2), Workspace Building, Madrigal Business Park, Industry Street corner Finance Securities Street.**
2. The participants of the meeting shall include the Schools Division Superintendents (SDSs), Assistant Schools Division Superintendents (ASDSs), Curriculum Implementation Division (CID) Chiefs, School Governance and Operations Division (SGOD) Chiefs, Regional Office Functional Division Chiefs, and RO/SDO Core Secretariat.
3. To ensure the smooth, orderly, and efficient conduct of the activity, Working Committees shall be organized. The composition and specific assignments of the committees are indicated in Annex A. All members of the Working Committees are expected to be present at the venue by 6:00 AM to facilitate venue preparation and address early operational requirements.
4. All expenses to be incurred relative to the conduct of the activity shall be charged against local funds, subject to existing accounting and auditing rules and regulations.
5. Breakfast, morning and afternoon snacks, and lunch shall be provided to all participants, members of the Working Committees, and support staff.
6. All committee members are directed to closely coordinate with one another and perform their assigned duties to ensure the successful conduct of the **First Joint REXREManCom Meeting.**



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7. Immediate and strict compliance with this Memorandum is enjoined.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: Regional Memorandum No. 017, s. 2026

To be indicated in the Perpetual Index

Under the following subjects

REXREMANCOM

MEETINGS

ASDS/ REXREMANCOM

015/ January 15, 2026



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Annex A

The Working Committees and their corresponding functions are as follows:

Overall Chairperson

VIOLETA M. GONZALES CESO VI, ASDS and OIC- SDS

- Provide overall direction and guidance to all committees.

Co- Chairperson

LILIA A. RICERO, ASDS

- Coordinate with committee members to monitor preparation, logistics, and documentation.
- Ensure that the assigned tasks of committees are accomplished on time.
- Work closely with the secretariat, technical, logistics, and finance committees to ensure execution of assigned tasks.

Program Committee

MA. REGAELE A. OLARTE, SGOD Chief

FLORANTE C. MARMETO, CID Chief

HAYDE F. GUCOR, Principal I

- Prepare the program of activities.
- Coordinate with the presenters, facilitators, choir, and other performers
- Provide updates to the chairpersons on program readiness and adjustments.

Secretariat Committee

JAY BOY E. EVANO, Principal IV

ERNESS FAITH REGACHO-ESPANTO, Legal Officer III

- Ensure that agreements and important discussion points are documented.
- Present the agreements of the meeting using the prescribed template before the end of the meeting.
- Consolidate the outputs and recommendations.

MA. CARMEN D. SOLAYAO, EPS

- Prepare the minutes of the meeting

Technical Committee

MAY L. BORJAL, ITO I

- Ensure that minutes, agreements, and important discussion points are recorded.
- Provide technical assistance during presentations and discussions.



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- Prepare the sequence of PowerPoint presentations based on the forwarded agenda from the region.

Logistics Committee

Food and Venue Preparation

EVANGELINE M. AMAN, PSDS

MA. MYRA E. NAMIT, PSDS

NOEMI A. VALDEZ, AO V

ANTONIO B. ROCHA, Principal I

LOUIE M. VALDEZ, Master Teacher and OIC- School Head

ROSENDO E. SANGALANG, Principal IV

JASON B. ALBARO, Assistant Principal and OIC-School Head

- Prepare for the venue and related physical arrangements.
- Coordinate for the meals, including fruits, pica-pica, and other logistical needs.

Token and Registration

CHRISTIAN PAUL DELA VEGA, SEPS

JOICHE I. LUNA, Procurement Officer

CECILIA TERESA C. CLAUDEL, EPS II

MARIEL EUGENE L. LUNA, EPS

- Ensure the availability of the token for distribution to Mancom Members.
- Prepare attendance sheet with names of attendees in three copies.
- Facilitate registration during the conduct of the activity.

Lei Preparation

GINA U. URQUIA, EPS

ROSENDO E. SANGALANG, Principal IV

CECILIA A. ILARDE, Librarian II

REYNANTE BENITO, PDO II

- Prepare the lei for the mancom members based on the provided list.
- Coordinate with the program committee on the type of leis.
- Determine the quantities needed.
- Coordinate with the ushers for the distribution of leis among mancom members.



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Ushers

GINA U. URQUIA, EPS
MARIEL EUGENE L. LUNA, EPS
EVANGELINE M. AMAN, PSDS
MA. MYRA E. NAMIT, PSDS
CECILIA TERESA CLAUDEL, EPS II

- Responsible for welcoming guests, assisting with seating and protocol arrangements, coordinating guest needs, and ensuring their comfort during the program.
- Ensure the provision of the needs of the VIPs.

Finance Committee

VIRMA U. AMISTOSO, AO V
JOICHE I. LUNA, Procurement Officer
KARINA E. MEDINA, Accountant III
MARIA CRISTINA F. MALACAD, AO IV

- Preparation and management of financial requirements
- Processing of necessary disbursements and liquidation

Health, Safety, and Order Committee

EDUARDO KONDO, PDO II
JERONE TAGAPAN, Engineer III
MARIPAZ LAVIN, Nurse III

- Ensure safety, health protocols, and orderly conduct during the activity.
- Check and prevent potential risks and hazards during the event.