

Enclosure No. 1 to Division Memorandum No. 073,s. 2026

**COMPOSITION AND TERMS OF REFERENCE OF THE TECHNICAL
WORKING GROUP FOR THE DIVISION MANCOM**

Areas of Concern	Chairperson	Member/s	Functions
Overall Program Management	LORENZO O. MACASOCOL <i>Schools Division Superintendent</i>	Dr. Laila F. Danaque <i>ASDS</i> Carlos Tian Chow C. Correos <i>Chief-SGOD</i> Dr. Fluellen L. Cos <i>Chief, CID – Director</i>	Ensures that all committees are on track
Program, Invitation and Certificates	Erlyn G. Mangadlao <i>EPS II- HRD</i>	Marjun P. Ordon EPS II Noel B. De Jesus <i>ADA I</i>	Lay-outing/ Printing and Distribution of Program, Invitation, Plaques and Certificates
Awards Committee	Tribute to retirees Tribute to Birthday Celebrators	Joielyn D. Pasco – AO IV Linny Christi G. Mananquil <i>PDO II</i> Grace Christy Mae Y. Lumanta <i>PDO I</i>	Prepare the tokens, and Certificates for the awardees Note: correct spelling of the awardees
Stage Decoration	UNIT Host	Noel B. De Jesus ADA I	Setup of installation art at the left and right wings of the stage
Host		Host Unit	Prepare the script
Tarp Layouting	Marvin G. Minguillan <i>ITO II</i>		Prepares layout design for the photobooth
Music/ Audiovisual Management	Marvin G. Minguillan <i>ITO II</i>	Patricio C. Baure <i>ADAS II</i> ALDRIN GAMBE <i>ADAS II</i>	Prepare and manage audio and video materials during the event
Official Photographer/ Videographer	Jeru Salem Cuarteron	MARK LOUIE G. FERNANDEZ SAN MIGUEL CENTRAL ES	Captures Photo/ Video Coverage

	Teacher III, FMES	MARK ANTHONY GUIRAL Carrascal NHS PERFECTO ERNO Carrascal ROMEO B. REFILENTE ADAS II	
Registration and Attendance	Marjun P. Ordon EPS II	Noel B. De Jesus Liza Suarez Joel M. Mariano	Facilitate the registration of participants including the accomplishment report - Documentation
Health Station	RAY BENITO J. MORENO , MD MEDICAL OFFICER III	Hypzibah L. Andoy <i>Nurse II</i> Joan C. Balan <i>Nurse II</i>	Provide a health station in the venue and coordinate the caterer
Food Committee	Shirlene E. Crabajales AO V	June C. Guerra HRMO Joseph Gales PDO I	Coordinate the service provider on food/meals to serve on time.
Ushers/ Usherettes	Joielyn D. Pasco - AO IV	Lieu Gee Keeshia C. Guillen Jovixon B. Dalura Melchor O. Catcha And Host Unit	Ushers the participants in their assigned tables.
Program Evaluation	Jayson O. Orozco - SEPS	Ramil C. Tersona EPS II	Conducts an evaluation of the activity and provides the link for the evaluation form
Video Production	Marvin G. Minguillan <i>ITO I</i>	Jeru Salem Cuarteron Teacher III, FMES	Prepare video presentations
Transportation	DANTE A. GRUMO AO IV	CHARLEVILLE M. MAGSALAY BRANDO D. RONQUILLO RONALD ALDONZA	Transport participants and materials to the venue
Procurement Committee	JANUA DE JESUS SATURNITO LUNA		