



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

07 May 2026

DIVISION MEMORANDUM

No. 191, s. 2026

**HOSTING OF THE 3RD REGIONAL MANAGEMENT COMMITTEE
(MANCOM) MEETING**

To: Assistant Schools Division Superintendent
Chief - School Governance and Operations Division
OIC Chief - Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. Pursuant to Regional Memorandum No. 212, s. 2026, this Office announces the **hosting of the 3rd Regional Management Committee Meeting on May 11-12, 2026 at Tam-an Mountain Resort and Hotel, National Highway, Busilac, Bayombong, Nueva Vizcaya.**
2. As such, the SDO – Planning Team conducted a meeting relevant to the said activity and identified the different committees to work for the success of the 3rd Regional MANCOM Meeting.
3. The identified **Best Performing Committees** are herein attached for reference.
4. Identified chairman, co-chairman and members are advised to communicate, plan and implement the expected deliverables assigned to the respective committees.
5. All Education Program Supervisors, Public Schools District Supervisors, District -in-Charge, SDO Section/Unit Heads are directed to be present and assist in the conduct of the activity.
6. Travel and other miscellaneous expenses in the conduct of the said activity will be charged against local funds/MOOE subject to the usual budgeting, procurement, accounting, and auditing rules and regulations.
7. For information, guidance and strict compliance.




ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
05-2026-300



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Enclosure to DM No. 191, s. 2026

BEST PERFORMING COMMITTEES FOR THE 3rd REGIONAL MANCOM HOSTING

Committees	Deliverables	Chairman/Co-Chair	Members
REGISTRATION/ ATTENDANCE	Facilitate the systematic registration of the participants daily	Chair: Princes Aquitania Co-Chair: Maricar Valido	HRMO Records Unit Cash Unit
PROGRAMME/ INVITATION/AND CERTIFICATE OF APPEARANCE	Prepare, print and distribute program, encapsulating the activities/sessions to be covered. Layout and print Certificate of Appearance/Program	Chair: Rommel De Gracia Co-Chair: Ma. Victoria Padro	PAR Section Joshua Umli
TARPULIN/ADVERTISING MATERIALS	Layout the tarpaulin/other advertising materials (including photo booth). Coordinate with the supply office for the preparation of the purchase request and printing.	Chair: Ezekel Garing Co-Chair: Kennedy Guzman	ICT Staff
TECHNICAL (IT, SOUNDS, LIGHTS, AUDIO, EQUIPMENT)	Set-up and maintain tech equipment (mic, LCD, white screen and sound system) Prepare same day edit videos/AVPs	Chair: Chester Cortez Co-Chair: Howard Jean Francois Doles II	Tech Team
HALL PREPARATION/ RESTORATION	Prepare and restore the session/training hall	Chair: Edward Santiago Co-Chairs: Marlon Butay Jerry Lazaro	Bayombong II Kasibu West



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Committees	Deliverables	Chairman/Co-Chair	Members
DOCUMENTATION	Take pertinent pictures for documentation during the run/duration of the session Issue one-two page article about the activity	Chair: Bermelita Guillermo Co-Chair: Dindo Moreno	PDO and Librarian
FOOD SERVICES	Facilitate provision of food, preparation and service including provision of NV's Delicacies	Chair: Merlyn Abat Co-Chair: Singasing Valdez	PSDSs/DICs
HEALTH/WELL-BEING	Monitor the health and well-being of the participants during the duration of the L&D/ManCom	Chair: Ryan Christopher Buccat, MD Co-Chair: Rudy Agustin	Nurses
ESSENTIAL EXHIBITS/MATERIALS	Prepare logistics and package the Essential Exhibits/Materials for the MANCOM Participants	Chair: Nimfa Norie Aquino Co-Chair: NVASSP President	CID Staff/ Presidents NVESHA & NVASSP
SOCIALIZATION NIGHT	Facilitate the Socialization Night including the activities and emceeing.	Chair: Josie Conde Co-Chair: Rubilyn Gajo	NV DIs c/o Chona Joy Sabado
LEIS/USHERETTES	Organize ushers/usherettes and facilitate the preparation of leis.	Chair: Hilda Aragon Co-Chair: Irene Bosque Monaliza Cabato Imelda Moreno	Aritao and Solano Districts
T-SHIRTS (FLORAL SUBLIMATION)	Design t-shirts aligned with the theme and prepare the PR including allocation/distribution list	Chair: Romulo Ancheta Co-Chair: Gaye Castillo	Supply Unit OSDS Unit Heads



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Committees	Deliverables	Chairman/Co-Chair	Members
DECORATIONS	Prepare the hall decorations anchored on the theme “ <i>Pista sa Nayon</i> ” and coordinate with the committee on tarpaulin.	Chair: Olivia Brazil Co-Chair: Arnel Batalla Alvin Culanag	Bambang I District Santa Fe District Bambang NHS
ACCOMMODATION	Prepare room assignment per SDO including SDO drivers and external partners	Chair: Gaye Castillo Co-Chair: Caroline Lagula	OSDS Unit Heads
LOGISTICS	Assist in the financial logistics of the activity and coordinate with the chairs of the committees	Chair: Emerson Balut Co-Chair: Jeassel Alayu	Finance Section (Accounting, Budget and Cash Units)
TRAFFIC	Facilitate the traffic management of the activity	Chair: Orlando Vicente Co-Chair: Loreto Alaman Alano Mendoza	Quezon District Dupax Del Norte II District
OPENING SALVO & OPENING PROGRAM (ENTERTAINMENT)	Facilitate the opening program, opening salvo, intermission number and flow of the program	Chair: Edward Santiago Co-Chair: Roscoe Gacusana Emcees: Tagumpay Divina Eunice Pugong	Dupax Del Sur NHS Koro Maestro
Overall Program Consultants	Orlando E. Manuel PhD, CESO V, SDS Adonis C. Ceperez EdD, CESE, ASDS Romulo S. Ancheta PhD, SGOD Chief Rommel S. De Gracia, OIC-CID Chief/SEPS PAR Atty. Julius Caesar G. Domingo, CPA, Legal Officer/OIC-AO V		

Dress code for the Opening Program: Floral Dress