



Republic of the Philippines  
Department of Education  
Region X-Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
Del Pilar-Velez St., Cagayan de Oro City  
website: [www.misor.net](http://www.misor.net)



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March 10, 2015

Division Memorandum

No. 61 s. 2015

To: Education Program Supervisors  
PS District Supervisors  
Elem School Heads (HT and up)  
All Secondary School Heads  
CI Teams

From:  CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

Subject: Additional Information to Division Memorandum No. 56. s. 2015 entitled  
Conduct of Division MANCOM with Revisiting the Guidelines of RPMS and  
the Conduct of Continuous Improvement (CI) Symposium

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The Division MANCOM, Revisiting the Guidelines of RPMS and the CI Symposium will be conducted in Koresco Hotel, Cagayan de Oro City.

This is a live-in activity. Check in time is noon of March 19, 2015 and the check out is noon of March 20, 2015. The first meal is breakfast of March 19, 2015 (Thursday) and the last meal is afternoon snacks of March 20, 2015 (Friday).

The activity shall start at 8:00 AM. Please see enclosed matrix of activities for more information.

For compliance.

CLL/egd

: **Division MANCOM, Revisiting Guidelines of RPMS and CI Symposium  
March 19-20, 2015**

**Technical Working Group**  
CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

JEAN G. VELOSO  
Assistant Schools Division Superintendent

**Planning Committee**

Chair: Erlinda G. Dael

Co-chair: Rudy O. Magdugo Mary Grace V. Gallana

Members:

Rhodora L. Gallares Meylinda M. Paceaño, Maria Teresa M. Absin,  
Johnny D. Redondo Norberto Rosales PS District Supervisors CI Model Schools

**Focal Persons**

RPMS – Rudy Magdugo

MANCOM – Rhodora Gallares

CI Symposium – Erlinda Dael

- a. Venue, Food and Accommodation :  
Chair: Mary Grace V. Gallana  
Members: Horace Nacua  
Meylinda Paceaño  
Daylinda Vequezo  
Gina Cagang
- b. Memorandum and Matrix of Activities:  
Chair: Erlinda G. Dael  
Member: Imelda Gallarita  
Jerry Fabria  
Ma. Lea Lou Fabria
- c. Registration, Attendance Sheets In-charge  
Chair: Ferminia M. Labis  
Members: Beatriz Acdal  
Pamfila Zarate  
All PSDS /Coor Principals
- d. Physical Arrangement, Stage Arrangement  
Chair: Rudy O Magdugo  
Members: Marcel Tagalogon  
Joylito Villasteque  
Nestor Lofranco  
Evah Entusiasmo  
Merly Mabilin  
Adefe Caño  
Marilyn Aban  
Gina Cagang  
Ma. Lea Lou Fabria
- e. Guests In-charge/Usherettes  
Chair: Rhodora Gallares  
Members: Cydel Valmores  
Nilda Mejos  
Marilyn Aban
- f. Program & Invitation  
Chair: Ma. Teresa Absin  
Members: Joel Jayme  
Wennie Nacasabog  
Imelda Gallarita  
Ma. Lea Lou Fabria
- g. IT In-charge  
Chair: Joel Jayme  
Member: Joylito Villasteque  
Maria Teresa Absin  
Adefe Caño
- h. Documenters &Facilitators:  
Chair: Erlinda Dael  
Members: Marilyn Aban  
Adefe Caño  
Ma. Lea Lou Fabria  
Gina Cagang
- i. Certificates for the presenters & HCA  
Coach  
Chair : Erlinda G. Dael  
Members: Adefe Caño  
Marilyn Aban  
Ma. Lea Lou Fabria  
Gina Cagang

Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_ dated March 10, 2014

: **Division MANCOM, Revisiting Guidelines of RPMS and CI Symposium  
March 19-20, 2015**

**Matrix of Activities**

	Activity/Topic	In-charge
March 19, 2015		
7:30 – 8:30	Arrival/ Registration of participants	Accommodation Committee Registration Committee
8:30 – 8:45	Opening Program	Dr. Maria Teresa Absin
8:45 – 11:00	MANCOM	Dr. Rhodora Gallares
11:00 – 12:00	RPMS	Mr. Rudy Magdugo
12:00 – 1:30	Lunch Break Check in time	
1:30 – 6:30	RPMS	Mr. Rudy Magdugo
6:30	Dinner	
March 20, 2015		
8:00 – 8:30	Management of Learning	Mr. Rudy Magdugo
8:30 – 9:00	Opening Activity	Dr. Erlinda G. Dael Division CI Team CI Facilitators
9:00 – 12:00	Continuous Improvement Project Presentations	School CI Teams
12:00 – 1:30	Lunch break Check out time	
1:30 – 2:30	Continuation of the CI Project Presentations	School CI Teams
2:30 – 3:00	Closing Program Division Plans for CI Roll out in SY 2015-2016 Awarding of Certificates to Presenters	Dr. Erlinda G. Dael Division CI Team CI Facilitators
3:00 – 4:00	Clearing House Home sweet home	