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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 1044**, s. 2026**

COMMITTEES AND PERSONNEL ASSIGNED FOR THE REGIONAL MANAGEMENT COMMITTEE (ManCom) MEETING on DECEMBER 2-3, 2026

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the upcoming Regional Management Committee (RMANCOM) Meeting scheduled on December 2–3, 2026, to be hosted by the Schools Division Office of Vigan City, this Office hereby constitutes the Steering Committee and various Working Committees to ensure the effective coordination, smooth preparation, and successful conduct of the activity.

2. The Steering Committee shall provide overall direction, supervision, and coordination of all working committees, monitor the progress of preparations, address operational concerns, and ensure the successful implementation of the activity. Its composition shall be as follows:

A. STEERING COMMITTEE	
Chairperson:	**Vilma D. Eda, CESO V**
	Schools Division Superintendent
Vice Chairperson:	**Annie D. Pagdilao, Ed. D**
	Assistant Schools Division Superintendent
Members:	Marie Christine L. Natividad Chief Education Supervisor, Curriculum Implementation Division
	Reyes, Rodrigo Jr. Q. Chief Education Supervisor, School Governance and Operations Division
	Atty Kim Tagorda Attorney III
	Daisy A. Ancheta Administrative Officer V – Administrative Services

3. The following Working Committees are hereby constituted with their respective leads, members, and assigned responsibilities:

COMMITTEE	ROLES AND RESPONSIBILITIES	NAME	ROLE
B. ACCOMMODATION / REGISTRATION COMMITTEE	Oversees lodging arrangements and ensures the comfort, convenience, and safety of guests, prepare and work on accomplishment of attendance sheets, registration forms, and other documents needed for the activity, including disbursement requirements.	Mary Joy Suero	LEAD
		Susiemar Rapisura Ruth Ramos Jinky Joy Alejo	MEMBERS
C. PROGRAM COMMITTEE	Oversees program preparation, sequencing of activities, scripting, time management, and coordination of the program from opening to closing.	Atty. Kim Tagorda	LEAD
		Cherry Joy Garma Alimar Ablog Carlo Jigg Portugal	MEMBERS
D. FOOD AND REFRESHMENTS COMMITTEE	Oversees meal planning, catering arrangements, food safety, and the timely distribution of meals and refreshments to participants, guests, and working committees.	Elsie Amorin	LEAD:
		Amelyn Abella Mary Grace Nemedez Reymalin Llanes Dianne Frio Florabel Rafanan Naira Segui Grace Formoso Nicole Gascon Rhosjane Gandeza Nenita Alviar Katrine Anne Arce Mark Jason Raboy Janne Arnnie Adriatico Jayson Domingo Nestor Pascua Dennis Suero Robert Pastor Herman Arruejo Jay Paul Pilor	MEMBERS:
E. RECEPTION COMMITTEE	Oversees the design, sourcing, preparation, and ceremonial	Sherelyn Riodil	LEAD:
		Racquel Follante Lealyn Regaspi	MEMBERS:

	presentation of leis to guests.	Reymalin T. Llanes, Vanessa Sinogo	
F. SDO PRESENTATION COMMITTEE	Oversees the preparation, coordination, and performance of the SDO cultural presentation.	Katrine Anne Arce	LEAD:
		Greatest Yeng Molina Leah Marie Regaspi Nenita Alviar Reymalin Llanes Ruth Ann Ramos Neil Onemig Purisima Mark Jason Raboy Jessa Mae Piano Lailanie Rabbon Kristle Elaine Marie Catura Ma. Cristina Emely Ramos Karl Michael Fernando – Pianist Oiner Rafanan – Guitarist	List of dance performers:
G. DRIVERS QUARTER COMMITTEE	Oversees billeting arrangements, welfare, parking, and dispatching of official drivers and service vehicles.	Pelagio F. Cardenas Edgar L. Pescador	LEAD:
		Nestor Pascua Herman Arruejo Robert Pastor Winston P. Pila Lloyd P. Ancheta	MEMBER:
H. TOKENS COMMITTEE	Oversees the procurement, preparation, and distribution of tokens to guests.	Daisy A. Ancheta	LEAD:
		Bernadette Sarmiento Lucky Viloria Angelene Itchon Hazel Artates Ferdinand Flores	MEMBER:
I. LIBRARY HUB COMMITTEE	Oversees the preparation, management, operations, and promotion of the Division Library Hub during the activity.	Rommel Rabo Felipa Regaspi	LEAD:
		Allan Barrientos Aldrich Quiocho	MEMBER:
J. SCHOOL VISITATION COMMITTEE	Oversees the coordination, itinerary, reception, and documentation of school visits.	Marie Christine Natividad Rodrigo Reyes Jr. Arch. Ben Lazo	LEAD:
		Susiemar Rapisura	MEMBER:

		Peter John A. Frial Solito S. Cortel Clarito Siababa Edgar Pescador ISNHS Protocol Officers,Dept. Heads, Asst. Principal All School Heads All School Administrative Officers II	
K. SECRETARIAT	Track attendance and take clear notes on decisions, agreements, and assigned tasks. Keep records on the event.	Angelene Itchon	LEAD
		Lucky Viloria	MEMBER
L. MONITORING AND EVALUATION COMMITTEE	Oversees the monitoring and evaluation of the activity, gathers and analyzes participants' feedback, assesses the achievement of objectives, and prepares a post-activity evaluation report with recommendations for improvement.	Racquel Follante	LEAD
		Raymart Quedado	MEMBER

4. All committee leads shall convene their respective members, prepare the necessary requirements, and ensure the timely completion of assigned tasks. They shall regularly coordinate with the Steering Committee regarding the status of preparations and any concerns requiring immediate action.

5. The Steering Committee shall oversee the implementation of the approved plans and arrangements, ensure coordination among the working committees, and monitor the accomplishment of assigned responsibilities before, during, and after the activity.

6. All concerned personnel are directed to extend their full cooperation and support to ensure the successful hosting of the Regional Management Committee Meeting.

7. Immediate and wide dissemination of the contents of this Memorandum to all concerned is desired.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
20 NOV 2026
RELEASED
BY

VILMA D. EDA, CESO V
Schools Division Superintendent

OSDS/Admin/daa