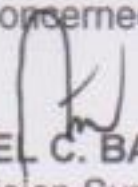




MEMORANDUM

TO : OIC-Asst. Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
OIC-Chief, School Governance and Operations Division
Elementary and Secondary School Heads, OIC-Antipolo City Senior HS
Guidance Counselors and Designates of Elementary, Secondary and Senior HS
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **MEETING OF TECHNICAL WORKING COMMITTEE IN PREPATION FOR THE COMPETENCY DEVELOPMENT PROGRAM FOR GUIDANCE COUNSELORS AND DESIGNATES**

DATE : May 3, 2018

Please be informed that there will be a meeting of the members of the Technical Working Committee for the **Competency Development Program for Guidance Counselors and Designates on May 16, 2018 at the Division Conference Hall (old building), at 11:00 AM.**

Participants to this meeting are the following:

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration	Rhodora Tendila (GC, San Isidro NHS) Jane D. Templonuevo (GC, BN II NHS) Guidance Teacher of San Isidro ES and San Antonio Village ES	<ul style="list-style-type: none"> In-charge of attendance Ensures that participants are registered Prepares accomplished registration/attendance sheets and submit to the program head
Logistics	Michael P. Glorial Rona Vilete Joyce Ann Bulos	<ul style="list-style-type: none"> Plans and secures logistics to support the activity
Program, Invitation Certificates (Participation, Appearance and Recognition)	Ma. Margarita D. Padullo (GC, San Roque NHS) Rosemarie N. Rufino (GC, San Jose NHS) Guidance Teacher of Juan Sumulong ES and ISTES Anna Liza A. Magsanoc (GC, Marcelino M. Santos NHS) Adalia G. Tomea (GC, Cupang NHS)	<ul style="list-style-type: none"> Prepares program and certificates and facilitates its distribution Manages the conduct of the opening and closing program
Documentation	Jovita T. Madeja Riessa Leah B. Gonzales Guidance Counselor of Dela Paz NHS and Dalig NHS	<ul style="list-style-type: none"> Documents event of the session and submit soft and hard copy of narrative and pictorial report to the program owner
Technical	Raymond P. Villaraza	<ul style="list-style-type: none"> In-charge of video/ppt. presentations Checks the sound system, laptop and ICT equipment to be used
Health/Welfare	Phanny S. Ramos Arlene Dulin	<ul style="list-style-type: none"> Ensures that health and wellness of participants are taken care of
Monitoring and Evaluation	Isabel M. Gonzales Arlene L. Tayona	<ul style="list-style-type: none"> Monitors the conduct of the program Administers and retrieves M & E Tool Submits results of the evaluation to the Program In-charge

For the information and guidance of all concerned.

UM ¹⁹⁹ s. 2018
HRD-AR, 2018

