

Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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March 1, 2017

DIVISION MEMORANDUM

No. 103, s. 2017

MANAGEMENT OF ACTIVITIES IN ELEMENTARY AND SECONDARY MATHEMATICS

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
ALL DIVISION EDUCATION PROGRAM SUPERVISORS AND DIVISION COORDINATORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS AND DISTRICT-IN-CHARGE
EDUCATION PROGRAM SPECIALISTS
HEADS, ELEMENTARY AND SECONDARY SCHOOLS (Public and Private)
MATHEMATICS ELEMENTARY AND SECONDARY MATHEMATICS COORDINATORS
ALL OTHERS CONCERN

1. The management of activities in Elementary and Secondary Mathematics shall follow the structure for effective and efficient implementation of programs and projects for this subject area. This shall start with the conduct of the 2017 Metrobank-MTAP DepEd- Math Challenge Division Orals on March 16 and 17 for elementary and secondary levels respectively at NOHS, BSP Conference Hall, BSP Board Room, and GSP Conference Hall.


NAME	POSITION/DESIGNATION	ROLES/FUNCTIONS
Supt. Salustiano T. Jimenez, CESO VI	SDS/Program Manager	<ul style="list-style-type: none">Approves and supports the programs, projects and other activities
Asst. Schools Div. Supt. Lelanie T. Cabrera, CESE	ASDS/Asst. Program Manager	<ul style="list-style-type: none">Provides technical assistance to Mathematics Organization
Dr. Erlinda N. Calumpang	Chief, Curriculum Implementation Division	<ul style="list-style-type: none">Oversees the over-all Mathematics activities
Dr. Rachel B. Picardal	Chief, Schools Governance & Operations Division	<ul style="list-style-type: none">Coordinates with committees and staff in all activities
Dr. Nilita Ragay	Asst. Curriculum Chief	<ul style="list-style-type: none">Coordinates with the committees and staff in all activities
Mrs. Esterlina B. Paragoso	EPS, Mathematics Division Coordinator	<ul style="list-style-type: none">Plans and prepares Mathematics memoranda for OIC-SDS approvalOversees the over-all activitiesCoordinates with committees and staff
Mrs. Ma. Jennifer P. Piodos	Division Accountant	<ul style="list-style-type: none">Determines the availability of funds
Mrs. Alicia Sagolili	Division Cashier	<ul style="list-style-type: none">Collects and disburses cash allocations for the activity

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Mrs. Evelyn Marino	Division Supply Officer	<ul style="list-style-type: none"> • Procures and provides supplies and materials needed
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NAME	POSITION/DESIGNATION	ROLES/FUNCTIONS
Mr. Arnold Jungco	Principal, Mathematics Center and Facilities Coordinator	Provides rooms/areas for Mathematics activities
Ms. Nida Barbara Suasin	Master Teacher/Activity Coordinator	Prepares functional Secondary Committees
Mr. Jesus Alap-ap	Master Teacher/Activity Coordinator	Prepares functional Elementary Committees
Mrs. Rosemarie Rodriguez	Finance Officer	Disburses MTAP funds and prepares financial reports
Mrs. Marcelita Mercado	Master Teacher/Activity Coordinator	Assists in the preparation of functional committees
Mrs. Ann Tomaroy	Master Teacher/Activity Coordinator	Assists in the preparation of functional committees

2. Other committees are organized for specific program and purpose. Memorandum shall be issued separately to identify the persons involved. These are some expected committees:
 - a) Registration
 - b) Program and Invitation
 - c) Light and Sound
 - d) Decoration
 - e) Physical Arrangement
 - f) Certificates and Awards
 - g) After Care
 - h) Documentation
3. Other members that are NOT listed above shall be taken from the list of coaches. Anyone who is chosen shall serve at the year level where his/her pupil/student is NOT a contestant/participant.
4. Travelling, registration, per diem and other incidental expenses incurred during the performance of duties and responsibilities shall be charged against school MOOE, MTAP funds or any available sources of funds subject to the usual accounting and auditing rules and regulations.
5. Likewise, incentives, rewards and/or awards of any form shall be given from the MTAP Division/School Funds subject to its availability, the same shall be processed with the usual accounting and auditing procedures.
6. Districts and schools are encouraged to submit their organized structures for the School Mathematics Activities to serve for 2017. This should include the Officers of Mathematics Club/Organization and the Work Plan for 2017.
7. Immediate and wide dissemination of this Memorandum is desired.


 SALUSTIANO T. JIMENEZ, CESO VI
 OIC-Office of the Asst. Regional Director
 Concurrent OIC Office of the SDS

3/01/17