



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Building Sudlon , Lahug , Cebu City



February 27, 2019

**DIVISION MEMORANDUM**

No. 120, s. 2019

**RECORDS MANAGEMENT INFORMATION SYSTEM (RMIS)  
GRANDLAUNCHING PART 2**

To: **Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Teachers  
Section Heads/Other Concerned Office Personnel  
All Others Concerned**

1. This Office announces the **“Grand Launching Part 2 of the expanded and enhanced Records Management Information System(RMIS) with its new features: Kiosk Locator System; Online Request and Tracking System (ORTS); Security Scanner & ID System; and Merging of the Service Records, Leave/Service Credits, CTO & COC with ePDMS of Deped Cebu Province ”** on **March 7, 2019** at Ecotech Center, Sudlon, Lahug, Cebu City. Registration is at 7:00 to 7:59 and the program will start at 8:00 A.M. All Working Committees are expected to come as early as 6:00 A.M.
2. This activity signals the more productive utilization of the Records Management information system with its new features of DepEd Cebu Province initiated by the Records Management Improvement Committee (RMIC) to address the demands for a more efficient service, more satisfied clients in the Division in terms of Personnel Records, Claims, Reports, Student Records and others.
3. Participants are Assistant Schools Division Superintendents, Division Chiefs, Education Program Supervisors, Division Coordinators, all Public Schools District Supervisors, SEPSs, EPSs II, Programmers & Videographers involved in the making of the system, Division Section Heads, Secondary Lead Principals, all Central School Principals, Selected Principals from other schools in each district(1 Elem. & 1Sec.), Elem. & Secondary School Heads Association, Elementary and Secondary Teachers Association of each district, Federation PTA President of each municipality, Private School Association Officers, Student Government Federation(Secondary) and advisers, members of the Rondalla, Drum & Bugle, ICT

Coordinators of each district and selected High School , ORTS Try-out Applicants of Cebu Province Division and the external stakeholders.

4. Participants are required to come in their **formal/conservative gown** (female)/**tuxedo**(male) attire.

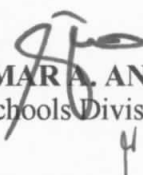
5. To ensure 100 % attendance, all District Supervisors are directed to inform all the participants as well the Federation PTA President in their respective area regarding this activity.

6. This Memorandum serves as **Authority to Travel** of the participants, speakers, admin/logistics/technical or activity/training support personnel as well as the other members of the training team/management.

7. Working committees/management/admin/logistics/ technical activity support personnel as well as all members of Rondalla, Drum and Bugle and Presenters/Dance Troupe during the said activity of the division are hereby directed to proceed to the venue to prepare all the necessary materials to be used for the said event as well to prepare its venue on March 6, 2019 in the evening. The above-mentioned personnel are entitled for accommodation only however, their expenses for the dinner on Day Zero (0) and their breakfast on the following day shall be charged against **Schools MOOE/Local Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

8. Expenses of the said activity, such as, venue, meals and snacks of the participants shall be charged against **Division MOOE Funds**, while travel and other incidental expenses of the participants shall be charged against **Schools MOOE/Local Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

9. Wide dissemination of and strict compliance of this Memorandum is desired.

  
RHEA MARA ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent

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Asst. Schools Division Superintendent : ( 032) – 414-7457 Accounting Section : (032) 254-2632  
Disbursing Section : (032) 253-7847  
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## WORKING COMMITTEES for GRANDLAUNCHING PART TWO

### Overall Management Committee

Chairman : Dr. Rhea Mar Angtud, SDS  
 Members : Dr. Ester Futalan, ASDS  
           : Dr. Cartesa Perico, ASDS  
           : Dr. Leah B. Apao, OIC-ASDS  
 Program Coordinator : Dr. Ester Futalan, ASDS

### Ways and Means Committee

Chairman : Dr. Cartesa Perico, ASDS  
 Co-Chairman : Dr. Leah B. Apao, OIC-ASDS  
 Members : Atty. Orville Dela Cerna  
           : Ms. Fe Calagos

### Invitation Committee

Chairman : Dr. Mary Ann Flores, CID Chief  
 Co-Chairman : Mrs. Salina Loquillano  
 Member : Mr. Chaney Gulfan

### Decoration Committee

Chairman : Dr. Novie Mangubat, SGOD Chief  
 Co-Chairman : Mrs. Maria Socorro N. Relacion, SEPS- M&E  
 Members : Dr. Roderic Goles, SEPS-Research & Planning  
           : Mr. Atinedoro Allego Jr  
           : Mr. John Denver Russel  
           : Mr. Carlos Quindao, Tuburan

### Program Committee

Chairman : Dr. Margarita A. Nierra, SEPS – HRD  
 Members : Mr. Chester Rosalejos  
           : Mr. John Denver Russel  
           : Mr. Ian Thaddeu Dela Cerna, Bitoon MVNHS

### Physical Arrangement/Lay-out Committee (Table labels/balloons, pillars & red carpet)

Chairman : Dr. Gerardo S. Mantos, EPS-SGOD/  
           : Dr. Jose Garry R. Napoles, SEPS-Soc.Mob.  
 Members : Mr. Isaiash T. Wagas, EPS-LRMDS  
           : Mrs. Juvimar E. Montolo, EPS-Science  
           : Engr. Ester S. Roldan, PDO II-DRRM  
           : Education Facilities Personnel  
           : Male EPSAs

### Ushering/Reception Committee (Leis in-charged)

Chairman : Mr. Jeremy C. Denampo, Administrative Officer V  
 Co-Chairman : Mrs. Nenita G. Jaralve, EPS-MAPEH  
 Members : Dr. Eva Casinillo, PSDS-NGP Coordinator  
           : Mrs. Riann C. Villamante, Div. Accountant III  
           : All female EPSAs

### Skirting Committee

Chairman : Dr. Remedios Lupo, PSDS-Cordova District  
 Members : Cordova District School Heads/Selected Teachers

### Give Aways/Token Committee (to prepare and distribute)

Chairman : Mrs. Riann C. Villamante, Div. Accountant III  
 Co-Chairman : Miss Ma. Teresa A. Peralta, AO IV- Disbursing Section  
 Members : Mrs. Maxima Truya, Budget Officer  
           : Selected Accounting Personnel

### Medics Committee

Chairman : Dr. Virgilio C. Tantuico/ Asterteie A. Bernales  
 Members : Selected 5 Nurses

Security/Communicators  
Chairman : Mr. Emmanuel Mendoza, ITO  
Members : Mr. Allan Cañete  
: Mr. Ryan Romanellos  
: Mr. Ariel Andales  
: Mr. Rene Borgonio  
: Mr. Fritz Mahilum  
: Mr. Jose Aclan

Documentation Committee  
Chairman : Mr. Emmanuel Mendoza, ITO  
Co-Chairman : Mr. Floren C. Semblante, AO IV-Records Section  
Members : Mr. Pablito A. Catubay  
: Mr. Rommel Tangol  
: Mr. Carlo Lumpas  
: Mr. John Carlo Nardo  
: Mr. Bernard Montilla

Photo Booth Committee  
Chairman : Mr. Pablito A. Catubay  
Members : Mr. Bong Espinosa  
: Mr. Jonathan Luzano  
: Mr. Christian Domosmog  
: Ms. Daphne T. Daño, EPS II- ALS  
: Ms. Cleo Escuadro, EPS II-ALS

Registration Committee ( Attendance Sheet and Certificates of appearance in-charged )  
Chairman : Dr. Eva A. Casinillo, PSDS-Div. NGP Coordinator  
Co-Chairman : Mr. Patricio Gonzaga, AO IV-Supply Section  
Members : Mrs. Hermogena G. Miranda, Div. Coordinator  
: Mrs. Agustina R. Albiso  
: Ms. Lovella Perales  
: Mrs. Mary Candice Tibor  
: Mrs. Mechell A. Paulo

Video Production Committee  
Chairman : Mr. Emmanuel Mendoza, ITO  
Members : Mr. Ian Thaddeu dela Cerna  
: Mr. Atinedoro Allego Jr.  
: Mr. Chester Rosalejos  
: Mr. Denver Russel

Sound System Coordinator: Dr. Jose Garry R. Napoles, SEPS-Soc.Mob.

Transportation Committee & in-charged of Bar Pin  
: Mr. Jeremy C. Denampo, AO V  
Drum & Bugle Coordinator: Mrs. Nenita G. Jaralve, EPS-MAPAEH

Rondalla Coordinators : Mrs. Nenita G. Jaralve, EPS-MAPAEH /  
Mrs. Elma Larumbe, Argao Principal

Intermission : Mrs. Namue Dela Torre, Div. Nurse  
: Dance Sports and Binisaya Solo & Duet (c/o Dr. Jose Garry R. Napoles)

Voice-over : Mrs. Monina Sarah Pomarejos, OIC-HRMO  
Media Coordinators : Dr. Norman O. Blanco, EPS II-M&E  
All Division PDOs

Doves In-charged : Dr. Margarita A. Nierra

EMCEE : Mr. Raymund Pepito, Consolacion District  
: Mrs. Cherubim Abellar Gimarangan, Consolacion District