



**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

March 5, 2025

**DIVISION MEMORANDUM**  
 No. 193 s. 2025

**2025 FIRST DIVISION MANAGEMENT COMMITTEE MEETING**

To: OIC Assistant Schools Division Superintendent  
 SDO-based Personnel  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. The first regular Division Management Committee (ManCom) Meeting for FY 2025 shall be held on **March 10, 2025** from 8:00 o'clock in the morning onwards at a venue to be announced later.

2. The meeting will cover:
- Recent issuances from DepEd Central Office and Regional Office
  - Updates from CID, SGOD and OSDS Units
  - Other Matters

3. Other details of the meeting are:

Participants	<i>(To be issued in an advisory)</i> <ul style="list-style-type: none"> <li>School Head Participants will be chosen by the PSDS to include Elementary and Secondary School Heads - names to be submitted to the Office of the SDS through MS Teams on or before March 6, 2025</li> </ul>
Attire	Business Attire
Host	SDO Proper Personnel
Duties of the Host	Facilitate meeting preliminaries, energizers and closing numbers.
Duties of the Participants	<ol style="list-style-type: none"> <li>Come on time and be fully present.</li> <li>Be ready with issues and concerns that may be submitted as part of the agenda.</li> <li>Take note of the matters discussed in the meeting and cascade relevant items to the SDO/school personnel.</li> </ol>
Working Committee and Tasks	<ol style="list-style-type: none"> <li>Procurement concerns (AOV for Admin.)</li> <li>Registration and Recording of Participants' Attendance (Records Officer)</li> <li>Processing of Registration Fees (Cashier)</li> <li>Processing of Payment to Supplier (Accountant &amp; Cashier)</li> <li>Certificate of Appearance and as necessary, Certificate of Appreciation (HRMO)</li> <li>Medical concerns of participants (SGOD HNU Rep)</li> <li>Photo documentation (ITO)</li> <li>Minutes of Meeting (SGOD EPS)</li> <li>Synthesis of Matters Discussed and Agreements (CID EPS)</li> </ol>

4. Food, venue, travel and incidental expenses shall be charged against schools and division MOOE subject to relevant accounting and auditing rules and regulations. As such, a registration fee of Six Hundred Pesos (P600) will be collected from participants from the schools during the meeting.

5. Strict compliance with this memorandum is desired.

**CECILE C. FERRO CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

