



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

December 16, 2024

DIVISION MEMORANDUM
 No. 443 s. 2024

DECEMBER 21, 2024 DIVISION MANAGEMENT COMMITTEE MEETING

To: OIC Assistant Schools Division Superintendent
 Chief Education Supervisors, CID & SGOD
 OSDS Unit Heads
 Public Schools District Supervisors/ In-Charge of the Districts
 Public Elementary and Secondary School Heads
 All Others Concerned

1. A Division Management Committee (ManCom) Meeting shall be held on December 21, 2024 from 8:00 o'clock in the morning onwards at a venue to be announced later.
2. The agenda are the following:
 - a. SDO Directions for the rest of School Year 2024-2025
 - b. Recent issuances from DepEd Central Office and Regional Office
 - c. Updates from CID, SGOD and OSDS Units
 - d. Other Matters
3. Other details of the meeting are:

Participants	Top Management (OIC-SDS, OIC-ASDS) Chief Education Supervisors Education Program Supervisors Public Schools District Supervisors OSDS Unit Heads Elementary and Secondary School Heads
Attire	Smart Casual in with Santa Hat Zone 1 - Yellow Zone 2 - Pink/Hot Pink Zone 3 - Blue Zone 4 - Green SDO Proper - Red
Host	CID
Duties of the Host	Facilitate meeting preliminaries, energizers and numbers.
Duties of the Participants	<ol style="list-style-type: none"> 1. Come on time and be fully present. 2. Be ready with issues and concerns that may be submitted as part of the agenda. 3. Take note of the matters discussed in the meeting and cascade relevant items to the SDO/school personnel.
Working Committee and Tasks	<ol style="list-style-type: none"> 1. Procurement concerns (AOV for Admin.) 2. Registration and Recording of Participants' Attendance (Records Officer) 3. Processing of Registration Fees (Cashier) 4. Processing of Payment to Supplier (Accountant & Cashier) 5. Certificate of Appearance and as necessary, Certificate of Appreciation (CID) 6. Medical concerns of participants (SGOD HNU Rep) 7. Photo documentation (ITO) 8. Minutes of Meeting (CID) 9. Synthesis of Matters Discussed and Agreements (CID)




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4. Food, venue, travel and incidental expenses shall be charged against School MOOE. As such, a registration fee of one thousand pesos will be collected from participants from the schools subject to relevant Budgeting, Accounting & Auditing rules and regulations.
5. Strict compliance to this memorandum is desired.

By Authority of the OIC- Schools Division Superintendent:


Atty. NORLITO JR. P. AGUNDAY
Attorney-III
Officer-In-Charge