



Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

April 11, 2024

DIVISION MEMORANDUM
 No. 210 s. 2024

2nd REGULAR DIVISION MANAGEMENT COMMITTEE MEETING

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

1. The 2nd Regular Division Management Committee (ManCom) Meeting shall be held on April 22, 2024 from 8:00 o'clock in the morning onwards at a venue to be announced later.

2. The agenda are the following:
 a. Updates from the Regional Management Committee Meeting
 b. Updates from CID, SGOD and OSDS
 c. Other Matters

3. Other details of the meeting are:

Participants <i>(Members of the Division Management Committee as stated in DepEd Memo No. 14, s. 2022)</i>	Schools Division Superintendent Assistant Schools Division Superintendent Chief Education Supervisors Education Program Supervisors Public Schools District Supervisors/In-Charge of Districts Legal Officer Information Technology Officer OSDS Unit Heads (AOV for Admin and Budget, Accountant III, AO IV - Cash, Property, Records and HRMO) SGOD Section Heads (SEPS - Planning and Research, Soc Mob and Networking, SMME, HRD) Medical Officer Engineer III Planning Officer Public Elementary and Secondary School Heads
Duties of the Participants	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.
Host	Caramoran District
Duties of Host	Facilitate meeting preliminaries, energizers and closing numbers.
Working Committee and Duties	1. Take charge of procurement concerns (AOV for Admin.) 2. Record Participants' Attendance (Ms. Alexa May B. Abundo) 3. Prepare certificate of appearance and appreciation, as necessary (Mr. Jake M. Tablo) 4. Take charge of Registration concerns (Ms. Liza R. Bernardo)





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	5. Attend to medical concerns of participants (<i>Dr. Kristine G. Santelices and Dr. Amylou B. Celso</i>) 6. Photo documentation (<i>Ms. Jennifer B. Metica</i>) 7. Recording of the Minutes (<i>Ms. Carol P. Gil</i>) 8. Synthesizer (<i>Mr. Rey C. Bonayon</i>)
Attire	Smart Casual (fit for the Dry Season)
Indicative Program	(Please see enclosure to this memorandum)

4. Transportation and other incidental expenses of the participants shall be charged against local funds/MOOE subject to relevant accounting and auditing rules & regulations. To facilitate food preparation, a registration fee of six hundred pesos shall be charged each participant to cover two snacks and one lunch.
5. Strict compliance to this memorandum is desired.


SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent

ASDS/AMBA/2nd REGULAR DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
0007/April 11, 2024



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Enclosure No. 1 to Division Memorandum No. 210 s. 2024

INDICATIVE PROGRAM

Time	Activity	Responsible Person/s
MORNING		
7:30 to 8:30	<ul style="list-style-type: none"> Registration Attendance 	<ul style="list-style-type: none"> Ms. Liza R. Bernardo Ms. Alexa May B. Abundo
Part I: Meeting Preliminaries		
8:30 to 9:00	Opening Program <ul style="list-style-type: none"> Philippine National Anthem Opening Prayer Catandungan Hymn DepEd Quality Policy Statement 	<ul style="list-style-type: none"> Host District - Caramoran
	<ul style="list-style-type: none"> Welcome Message 	<ul style="list-style-type: none"> Ms. Irma Miraran In-Charge of the District
	<ul style="list-style-type: none"> Roll Call 	<ul style="list-style-type: none"> AOV – Admin Eva S. Tolentino
Part II: Meeting Proper		
9:00 to 9:30	<ul style="list-style-type: none"> Determination of Quorum Call to Order Review and Approval of the Minutes of the Previous Meeting Business Arising from the Previous Minutes Updates on the Summary of Agreements Approval of Proposed Agenda 	<ul style="list-style-type: none"> ASDS Cecile C. Ferro CESO VI
9:30 to 10:30	<ul style="list-style-type: none"> Presentation of Business Matters and Other Matters Superintendent's Time 	<ul style="list-style-type: none"> SDS Socorro V. Dela Rosa CESO V
9:30 to 10:30	<i>Snacks (To be served by table)</i>	
10:30 to 12:00	<ul style="list-style-type: none"> Discussion/Resolution on the Schools' Issues and Concerns 	<ul style="list-style-type: none"> SDS Socorro V. Dela Rosa CESO V ASDS Cecile C. Ferro CESO VI
12:00 to 1:00	<i>Lunch Break</i>	
AFTERNOON		
1:00 to 1:30	<ul style="list-style-type: none"> Energizer 	<ul style="list-style-type: none"> Host District
1:30 to 4:00	<ul style="list-style-type: none"> Updates from the OSDS Functional Divisions (CID, SGOD, OSDS) 	<ul style="list-style-type: none"> CES Romel G. Petjaen CES Mary Jean S. Romero AOV – Eva S. Tolentino
Part III: Meeting Closing		
4:00 to 5:00	<ul style="list-style-type: none"> Evaluation Synthesis of Matters Discussed and Agreements 	<ul style="list-style-type: none"> SGOD SMME SEPS PO Rey C. Bonayon
	<ul style="list-style-type: none"> Next Steps and Ways Forward Adjournment 	<ul style="list-style-type: none"> SDS Socorro V. Dela Rosa CESO V
	<ul style="list-style-type: none"> Closing Prayer 	<ul style="list-style-type: none"> Host District - Caramoran