



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

**SCHOOLS DIVISION OFFICE OF CATANDUANES**



11 NOV 2021

**DIVISION MEMORANDUM**

No. 508, s. 2021

**6<sup>th</sup> REGULAR DIVISION MANAGEMENT COMMITTEE (ManCom) MEETING**

TO: Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Division Executive Committee Members  
All Others Concerned

1. The **6<sup>th</sup> Regular Division Management Committee (ManCom) Virtual Meeting** shall be held on **November 16, 2021**, from 8:30 a.m. to 5:00 p.m. to be hosted by the **Catanduanes Association of Secondary School Heads (CASSH)** under the guidance of the **Curriculum Implementation Division (CID)**.

2. The following are the agenda:

- a. Updates from the Regional Management Committee Meeting (ReManCom)
- b. Issuances
- c. CID Concerns
- d. SGOD Concerns
- e. Upcoming Activities
- f. Association Updates, if any
- g. Other Matters

3. The participants in this activity are the OIC, Office of the Schools Division Superintendent, Assistant Schools Division Superintendent, Chief Education Program Supervisors, Education Program Supervisors, Public Schools District Supervisors/In-Charge of the District, Elementary and Secondary School Heads, Other Members of the Division Executive Committee, Section and Unit Heads of the School Governance and Operations Division, Association Presidents, resource staff, and guests. They shall register through a link to be provided later.

4. Participants who have unstable Internet signal may join nearby schools with strong signal to ensure participation.



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5. To facilitate virtual interaction, the participants are encouraged to send their queries before the date of the activity through a link which will be provided by the ICTU on a separate link.
6. The respective Chiefs and Section Heads who have presentations should submit their material on or before November 14, 2021 through the official SDO website. Copies of the presentations shall be provided to the participants through the school's official email addresses. Furthermore, associations which may have presentations should submit the same to the same email address.
7. Enclosed is the Matrix of Presentation.
8. Widest and immediate dissemination of this Memorandum is desired.

**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated



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(Enclosure to Division Memorandum No. \_\_\_\_\_, s. 2021)

**ManCom Proper Presentation Flow**

| Time          | Presentation   | In-Charge  |
|---------------|--|--|
| 8:30 – 9:00   | Preliminary Activities   | Catanduanes Association of Secondary School Heads (CASSH)<br><b>Fidel Vegim</b> , President<br><b>Romel G. Petajen</b> , Chief ES  |
| 9:00 – 10:00  | Superintendent's Hour <ul style="list-style-type: none"><li>- Strategic Directions for SY 2022</li><li>- BE-LCP</li><li>- RR</li></ul> | <b>Susan S. Collano</b><br>Assistant Schools Division Superintendent<br>Officer-In-Charge<br>Office of the Schools Division Superintendent   |
| 10:00 – 11:00 | ReManCom Updates and Issuances   | Susan S. Collano   |
|               | ONDRA 2021 & Other ASDS Updates  | <b>Ma. Luisa Dela Rosa</b><br>Assistant Schools Division Superintendent  |
|               | Cabuyoan ES F2F Preparations Video   | <b>Anjo Tugay</b>  |
| 11:00 – 12:00 | CID Concerns   | <b>Romel G. Petajen</b><br>CID Chief   |
| 12:00 – 1:00  | Lunch Break  |  |
| 1:00 – 2:00   | L&D: Upgrading/Reclassification of Positions and Other HR Policies   | <b>Ms. Mary Ann T. Bañas</b><br>Administrative Officer<br><br>To be introduced by:<br><b>Marichelle B. Llave</b><br>AO IV, Human Resource Management Officer   |
| 2:00 – 3:00   | SGOD Concerns  | <b>Mary Jean S. Romero</b><br>SGOD Chief   |
| 3:00 – 3:30   | OSDS Sections' Updates   | Office/Section Heads<br><b>Eva S. Tolentino, AO V</b><br><b>Ma. Cielo C. Tubale, AO V</b><br><b>Angelo James O. Aguinalde, Accountant III</b><br><b>Cristina Barrameda, AO IV</b><br><b>Liza Bernardo, AO IV</b><br><b>Jennifer B. Metica, ITO</b> |
| 3:30 – 4:00   | Association's Updates  | Association Heads/Representatives  |
| 4:00 – 4:10   | Wrap-Up  | Host Association   |



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