



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA

16 July 2024

DIVISION MEMORANDUM

No. 231, s. 2024

**7<sup>th</sup> REGULAR DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors/District In-Charge  
Section / Unit Heads  
School Heads of Public Elementary, Secondary and Integrated Schools  
All others concerned

1. This Office announces the conduct of the **7<sup>th</sup> Regular Division ManCom Meeting** to be held at **Highlander Hotel and Resort (Main Pavilion Halls), Solano, Nueva Vizcaya** on **July 23 (Tuesday), 2024**, to start at **8:00 in the morning**.
2. The meeting agenda are as follows:
  - a. Administrative Matters
  - b. Updates (Curriculum, Governance and Operations)
  - c. ASDS Updates
  - d. SDS Hour
3. The meeting participants are the SDO Execom Members, Education Program Supervisors, District Supervisors and In-charge, and all school heads of elementary, secondary and integrated public schools. Complete attendance as determined is required.
4. All participants are expected to be in their **denim-inspired clothing** (except/no ripped jeans, mini-skirt, or others alike).
5. For the expected meeting participants who are directly involved in the conduct of the **School-based Training of Teachers (SBTT) for MATATAG Curriculum**, an equally-capable representative must be sent to join the said ManCom meeting.



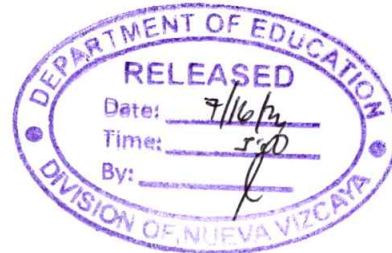
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6. The meals, snacks and accommodation of the SDO ExeCom shall be charged against the Division MOOE while the remaining participants are requested to pay a registration fee of **One Thousand Pesos (PhP 1,000.00)** to cover the said expenses, including incidental, charged to local funds, subject to usual accounting and auditing guidelines, rules and regulations.
7. Please check the following Enclosure for further details.
8. For information, guidance and compliance.

  
**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, 2024

**7<sup>th</sup> REGULAR DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
(July 23, 2024)**

**A. Expected Participants**

Item No.	Participants	Total
1	<b>OSDS</b>	
	Accountant, Budget Officer, Cashier	3
	Attorney III	1
	AO V – Admin., Supply Officer, Records Officer, HRMO	4
	ITO	1
	<b>SGOD</b>	
	EPS	1
	SEPS	4
	Planning Officer	1
	EFU Architect	1
	Medical Officer and Dentist	2
	PDOs (DRRM, YFU)	2
	<b>CID</b>	
	EPS	10
	PDO and Librarian	2
	<b>TOP MANAGEMENT</b>	
	Chiefs	2
	ASDS	1
	SDS	1
	<i>Secretariat: Melany M. Asuncion, Dindo John H. Moreno, Bermelita E. Guillermo, Princess C. Aquitania, Marianne C. Eugenio</i>	
2	<b>DISTRICTS: PSDS/ DICs</b>	23
3	<b>SCHOOLS: School Heads</b>	
	<ul style="list-style-type: none"><li>• Secondary</li><li>• Elementary (<i>full-fledged Head Teachers and Principals</i>)</li></ul>	47 190
<b>TOTAL</b>		<b>296</b>



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**B. Activity Matrix**

<b>Topic / Agenda</b>	<b>Discussant/In-charge</b>
<b>I. Preliminaries</b>	Host District
<b>II. Meeting Proper</b>	
• Moderator	Secretariat
• Minutes - taker	Dindo John H. Moreno PhD, Bermelita E. Guillermo PhD, one from the Host District
• Presiding Officer	Adonis C. Ceperez EdD, CESE ASDS
• Certification of Quorum	Princes C. Aquitania HRMO, Secretariat
• Actions Taken from the Minutes of the Previous ManCom Meeting	Dindo John H. Moreno PhD EPS, Secretariat
• Administrative Matters	Maritess E. Vidad AO V – Admin.
• Updates	
❖ Curriculum	Maricel S. Franco PhD, CESE Chief EPS, CID
❖ Governance and Operations	Romulo S. Ancheta PhD Chief EPS, SGOD
• ASDS Updates	Adonis C. Ceperez EdD, CESE ASDS
• SDS Hour	Orlando E. Manuel PhD, CESO V SDS
<b>III. Meeting Adjournment</b>	



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