



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


20 September 2024

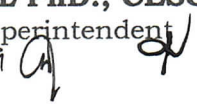
DIVISION MEMORANDUM
No. 400 , s. 2024

**9th REGULAR DIVISION
MANAGEMENT COMMITTEE (MANCOM) MEETING**

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
School Heads Public Elementary, Secondary & Intregrated Schools
All others concerned

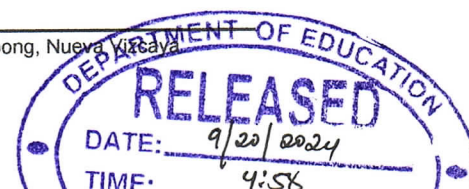
1. This Office announces the conduct of **9th Regular Division ManCom Meeting** to be held at **Regional Evacuation Center, Forest Park, Baliling, Santa Fe, Nueva Vizcaya** on **September 24, 2024 at 8:00 in the morning**.
2. The Division ManCom Meeting agenda are the following:
 - a. Updates & Reminders: SGOD, CID & OSDS
 - b. Administrative Matters
 - c. ASDS updates
 - d. SDS hour
3. The ManCom Meeting participants are the SDO ExeCom Members, Education Program Supervisors, District Supervisors and District In-Charge and all School Heads of Elementary, Secondary and Integrated public schools. Complete attendance as determined is required.
4. 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 Seven Hundred Fifty Pesos (P750.00) to cover expenses for 2 snacks and lunch, accommodation and other incidental expenses charged to local funds subject to usual accounting guidelines, rules and regulations.
5. For information, guidance and compliance.


ORLANDO E. MANUEL Ph.D., CESO V
Schools Division Superintendent

09-2024-279 



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Enclosure to DM No. ____ s. 2024

9th Regular Division ManCom Meeting
 September 24, 2024

A. Expected Participants

- | No | Participants |
|----|--|
| 1 | SDO
OSDS
3 (1 Accounting Office, 1 Budget Office & OIC-Cash Section)
1 Legal Officer
3 (1 AO-V Admin, 1 Supply Office & 1 OIC-Records Office)
1 AO-IV HRMO
1 ITO

SGOD
1 EPS
4 SEPS (SMAN, HRDS, SMME & PAR)
1 Planning Officer
1 EFU Architect
3 SHS (1 Medical Officer, 1 Nurse In-charge & 1 Dentist)
2 PDOs (DRRM & YFU)

CID
10 EPS
2 LRMS (1 PDO & 1 Librarian)

2 Chiefs
2 ASDS, SDS

<i>ManCom Secretariat: Melany M. Asuncion, Dindo John H. Moreno, Bermelita E. Guillermo, Princess C. Aquitania, and Marianne Eugenio</i> |
| 2 | Districts : 23 PSDS/DICs |
| 3 | Schools : 237 School Heads
Secondary : 47 Secondary School Heads
Elementary: 190 Elementary School Heads (full-fledged Head Teachers and Principals) |



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B. Activity Matrix

Topic/Agenda	Discussant/ In-charge
I. Preliminaries: Host District	
<i>National Anthem</i> <i>Prayer</i> <i>Recitation of the NQPS</i> <i>Opening Remarks</i> <i>Message</i>	<i>Host District</i>
II. Meeting Proper : Melany M. Asuncion, Moderator <p style="text-align: center;">Adonis C. Ceperez EdD, CESE <i>OIC-ASDS, Presiding Officer</i></p>	
<ul style="list-style-type: none"> • Certification of Quorum • Actions Taken from the Minutes of the Previous Division ManCom Meeting • Updates & Reminders SGOD CID OSDS • Administrative Matters 	Princess C. Aquitania, HRMO <i>HRMO, ManCom Secretariat</i> Dindo John H. Moreno, PhD <i>EPS, ManCom Secretariat</i> Romulo S. Ancheta PhD <i>Chief, SGOD</i> Maricel S. Franco PhD, CESE <i>Chief, CID</i> Maritess E. Vidad <i>AO-V Admin Office</i> Princess C. Aquitania <i>AO-IV, HRMO</i> Maritess E. Vidad <i>AO-V Admin Office</i>
<ul style="list-style-type: none"> • ASDS Updates 	Adonis C. Ceperez EdD, CESE <i>OIC, Asst. Schools Division Superintendent</i>
<ul style="list-style-type: none"> • SDS hour 	Orlando E. Manuel, PhD., CESO V <i>Schools Division Superintendent</i>
<ul style="list-style-type: none"> • Other Matters 	
III. Meeting Adjournment	