



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

24 October 2024

DIVISION MEMORANDUM
No. 461 , s. 2024

**10th 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 & Integrated Schools
All others concerned

1. This Office announces the conduct of **10th Regular Division ManCom Meeting** to be held at **Villaverde Multi-purpose Gymnasium, Ibung, Villaverde, Nueva Vizcaya** on **October 28, 2024 at 8:00 in the morning**.
2. The Division ManCom Meeting agenda are the following:
 - a. Updates & Reminders: OSDS, SGOD & CID
 - 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. All participants are requested to attend in their UN-inspired attire. Kindly bring thumblers for water refilling because Villaverde is advocating "no plastic policy".
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 Pesos (P700.00) 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 PhD., CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

Enclosure to DM No.461 s. 2024

10th Regular Division ManCom Meeting
October 28, 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 |



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

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 Adonis C. Ceperez EdD, CESE <i>OIC-ASDS, Presiding Officer</i>	
<ul style="list-style-type: none"> Certification of Quorum Actions Taken from the Minutes of the Previous Division ManCom Meeting Updates & Reminders OSDS SGOD CID Administrative Matters 	Princess C. Aquitania, HRMO <i>HRMO, ManCom Secretariat</i> Dindo John H. Moreno, PhD <i>EPS, ManCom Secretariat</i> Maritess E. Vidad <i>AO-V Admin Office</i> Romulo S. Ancheta PhD <i>Chief, SGOD</i> Maricel S. Franco PhD, CESE <i>Chief, CID</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	