



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

November 20, 2024

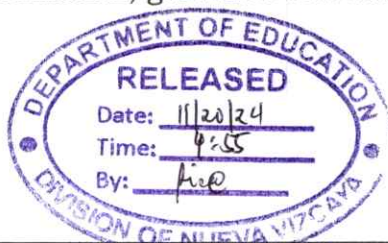
DIVISION MEMORANDUM

No. 500, s. 2024

**11th 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/Districts In-Charge
School Heads of Public Elementary, Secondary and Integrated
Schools
All Others Concerned

1. The Office announces the conduct of the 11th Regular Division ManCom Meeting to be held **via Zoom Meeting on November 22, 2024 at 8:00 in the morning.**
2. The Division ManCom Meeting agenda are the following:
 - a. Status Report on Damages Caused by TY Pepito and other Recent Calamities;
 - b. Updates and Reminders: SGOD, CID & OSDS;
 - c. Administrative Matters;
 - d. ASDS updates; and
 - e. SDS hour.
3. The ManCom Meeting participants are the SDO ExeCom Members, Education Program Supervisors (EPSs), District Supervisors and Districts In-Charge, and all School Heads of Elementary, Secondary and Integrated public schools. Complete attendance is required.
4. School Heads whose schools are still without electricity shall go to the nearest school/district and attend the on-line meeting as one district.
5. Meals and snacks of the ExeCom members shall be charged against the Division MOOE while incidental expenses of other participants shall be charged to local funds subject to the usual accounting guidelines, rules and regulations.
6. The link will be posted on November 21, 2024 at SDO Nueva Vizcaya website.
7. For information, guidance and compliance.



ORLANDO L. MANUEL PhD, CESO V
Schools Division Superintendent



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Enclosure to DM No. 500, 2. 2024

11th Regular Division ManCom Meeting
November 22, 2024
Via Zoom Meeting

A. Expected Participants

No.	Office	Expected Participants
9	OSDS	AO V, Legal Officer, Accountant III, Budget Officer, Supply Officer, OIC Cashier, Records Officer, HRM Officer, IT Officer
13	SGOD	Chief, EPS, SEPS (SMAN, HRDS, SMME, PAR), Planning Officer, Technical Assistant III-EFU, Medical Officer, Nurse In-Charge, 1 Dentist, PDO II - DRRM Coordinator and 1 PDO I - YFU
13	CID	Chief, 10 EPS, PDO II and Librarian
1	ASDS	ASDS
1	SDS	SDS
23	Districts	23 PSDS/DICs
297	Schools	47 Secondary School Heads 250 Elementary School Heads including OICs and TICs
3	Secretariat	Dindo John H. Moreno PhD Bermelita E. Guillermo PhD Princess Aquitaña, RN
357	Total	



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B. Activity Matrix

No.	Topic/Agenda	Discussant/In-Charge
I.	Preliminaries	Host District
	National Anthem	
	Prayer	
	Recitation of the NQPS	
	Opening Remarks	
	Message	
II.	Meeting Proper	Adonis C. Ceperez EdD, CESO VI OIC-ASDS, Presiding Officer
		Florence F. Asparrago HT-V, NVGCHS/OIC-SEPS-HRDS, Moderator
	<ul style="list-style-type: none"> Certification of Quorum 	
	<ul style="list-style-type: none"> Actions Taken from the Minutes of the Previous Division ManCom Meeting 	
	<ul style="list-style-type: none"> Status Report on Damages Caused by TY Pepito and other Recent Calamities 	
	<ul style="list-style-type: none"> Updates and Reminders 	
	SGOD	Romulo S. Ancheta PhD Chief, SGOD
	CID	Maricel S. Franco PhD, CESE Chief, CID
	OSDS	Maritess E. Vidad AO V – Admin. Officer
	<ul style="list-style-type: none"> ASDS Updates 	Adonis C. Ceperez EdD, CESO VI OIC, Asst. Schools Division Superintendent
	<ul style="list-style-type: none"> SDS Hour 	Orlando E. Manuel PhD, CESO V Schools Division Superintendent
	<ul style="list-style-type: none"> Other Matters 	
III.	Meeting Adjournment	