



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

11 December 2024

DIVISION MEMORANDUM
No. 541, s. 2024

**12th 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 **12th Regular Division ManCom Meeting** to be held at **Highlander Hotel, Solano, Nueva Vizcaya** on **December 19, 2024 at 8:00 in the morning.**
2. The Division ManCom Meeting agenda are the following:
 - a. Bangon Aral cum Lingap PISA Readiness
 - b. Updates & Reminders: OSDS, SGOD & CID
 - c. Administrative Matters
 - d. Other Matters
 - e. ASDS updates
 - f. SDS hour
3. The Division Mancom will be hosted by the districts of Dupax Del Norte 1& 2, Dupax Del Sur, Kasibu East & Kasibu West and Solano 1 & 2.
4. The ManCom Meeting participants are the SDO ExeCom Members, Education Program Supervisors, District Supervisors and District In-Charge and all full-pledged school heads of Elementary, Secondary and Integrated public schools. All participants are requested to attend in their touch of red attire.
5. 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 (P1000.00) 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.
6. For information, guidance and compliance.



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

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Enclosure to DM No. ____ s. 2024

12th Regular Division ManCom Meeting
December 19, 2024

A. Expected Participants

- | No | Participants |
|----|---|
| 1 | SDO
OSDS
3 (1 Accounting Office, 1 Budget Office & OIC-Cash Section)
1 Legal Officer
3 (1 Admin Office, 1 Supply Office & 1 Records Office)
1 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 Florence F.
Esparrago</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	
National Anthem Prayer Recitation of the NQPS Opening Remarks Message	Host District
II. Meeting Proper : Melany M. Asuncion, Moderator Adonis C. Ceperez EdD, CESE <i>ASDS, Presiding Officer</i>	
<ul style="list-style-type: none"> • Certification of Quorum 	Princess C. Aquitania, HRMO <i>HRMO, ManCom Secretariat</i>
<ul style="list-style-type: none"> • Actions Taken from the Minutes of the Previous Division ManCom Meeting 	Dindo John H. Moreno, PhD <i>EPS, ManCom Secretariat</i>
<ul style="list-style-type: none"> • Bangon Aral cum Lingap PISA Readiness 	Maricel S. Franco PhD, CESE <i>Chief, CID</i>
<ul style="list-style-type: none"> • Updates & Reminders OSDS 	Maritess E. Vidad <i>AO-V Admin Office</i>
SGOD	Romulo S. Ancheta PhD <i>Chief, SGOD</i>
CID	Maricel S. Franco PhD, CESE <i>Chief, CID</i>
<ul style="list-style-type: none"> • Administrative Matters 	Princess C. Aquitania <i>AO-IV, HRMO</i> Maritess E. Vidad <i>AO-V Admin Office</i>
<ul style="list-style-type: none"> • Other Matters: 122nd Fouding Anniversary Celebration 	Maricel S. Franco PhD, CESE <i>Chief, CID</i>
<ul style="list-style-type: none"> • ASDS Updates 	Adonis C. Ceperez EdD, CESE <i>Asst. Schools Division Superintendent</i>
<ul style="list-style-type: none"> • SDS hour 	Orlando E. Manuel, PhD., CESO V <i>Schools Division Superintendent</i>
III. Meeting Adjournment	