



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


22 January 2025

DIVISION MEMORANDUM
No. 32, s. 2025

**1st 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

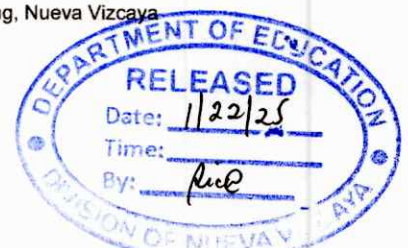
1. This Office announces the conduct of **1st Regular Division ManCom Meeting** to be held at **Highlander Hotel, Solano, Nueva Vizcaya** on **January 27, 2025 at 8:00 in the morning**. It will be hosted by the districts of Ambaguio and Alfonso Castañeda.
2. The Division ManCom Meeting agenda are the following:
 - a. Updates & Reminders: OSDS, SGOD & CID
 - b. Administrative Matters
 - c. Other Matters
 - d. ASDS updates
 - e. SDS hour
3. 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 **Smart Casual attire**.
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 One Thousand Pesos (₱1000.00) 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

01-2025-369



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
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Enclosure to DM No. 32 s. 2025

1st Regular Division ManCom Meeting
January 27, 2025

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, Maria Victoria Padro and Ezekel C. Garing</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 <p style="text-align: center;">Adonis C. Ceperez EdD, CESE <i>Assistant Schools Division Superintendent</i> <i>Presiding Officer</i></p> <p style="text-align: center;">Orlando E. Manuel PhD, CESO V <i>Schools Division Superintendent</i> <i>Consultant</i></p>	
<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"> • 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"> • 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	



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