



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

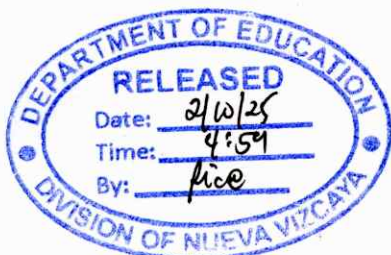
10 February 2025

DIVISION MEMORANDUM
No. 72, s. 2025

**2nd 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 **2nd Regular Division ManCom Meeting** to be held at **Aritao Central School, Poblacion, Aritao, Nueva Vizcaya** on **February 13, 2025 at 8:00 in the morning**. It will be hosted by the districts of Aritao I & Aritao II.
2. The Division ManCom Meeting agenda are the following:
 - a. Updates & Reminders: CID, SGOD & OSDS
 - b. ASDS updates
 - c. Other Matters
 - d. 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 red-inspired attire.
4. The meals and snacks 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 breakfast, 2 snacks & lunch, 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



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com>



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

Enclosure to DM No. 72 s. 2025

2nd Regular Division ManCom Meeting
February 13, 2025

A. Expected Participants

No	Participants
1	SDO <i>OSDS</i> 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 <i>SGOD</i> 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) <i>CID</i> 10 EPS 2 LRMS (1 PDO & 1 Librarian) 2 Chiefs 2 ASDS, SDS <i>ManCom Secretariat & Documenters: Melany M. Asuncion, Dindo John H. Moreno, Bermelita E. Guillermo, Princess C. Aquitania, and Florence F. Esparrago, Maria Victoria Padro, Chester Cortez 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



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com>



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	
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 Assistant Schools Division Superintendent Presiding Officer</p> <p style="text-align: center;">Orlando E. Manuel PhD, CESO V Schools Division Superintendent Consultant</p>	
<ul style="list-style-type: none"> • Certification of Quorum 	Princess C. Aquitania, HRMO HRMO, ManCom Secretariat
<ul style="list-style-type: none"> • Actions Taken from the Minutes of the Previous Division ManCom Meeting 	Dindo John H. Moreno, PhD EPS, ManCom Secretariat
<ul style="list-style-type: none"> • Updates & Reminders 	
CID	Maricel S. Franco PhD, CESE Chief, CID
SGOD	Romulo S. Ancheta PhD Chief, SGOD
OSDS	Maritess E. Vidad AO-V Admin Office
<ul style="list-style-type: none"> • ASDS Updates 	Adonis C. Ceperez EdD, CESE Asst. Schools Division Superintendent
<ul style="list-style-type: none"> • SDS hour 	Orlando E. Manuel, PhD., CESO V Schools Division Superintendent
III. Meeting Adjournment	