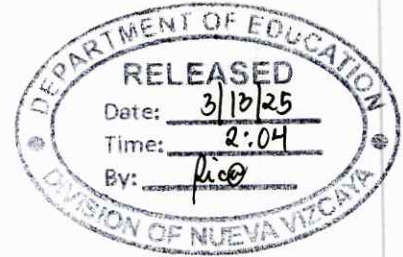




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA



13 March 2025

DIVISION MEMORANDUM
No. 136, s. 2025

**3rd 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 **3rd Regular Division ManCom Meeting** to be held at **Saint Mary's University Sacred Heart Center, Bayombong, Nueva Vizcaya on March 24, 2025 at 8:00 in the morning**; the breakfast will be served at 7:00-7:50AM. The Mancom Meeting will be hosted by the districts of Bayombong I & Bayombong 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 purple-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 Ph.D., CESO V
Schools Division Superintendent



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>



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Enclosure to DM No. 136 s. 2025

3rd Regular Division ManCom Meeting
March 24, 2025
SMU Sacred Heart Center, Bayombong, Nueva Vizcaya

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 & 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) |



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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 Assistant Schools Division Superintendent Presiding Officer	
Orlando E. Manuel PhD, CESO V Schools Division Superintendent Consultant	
<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, CESO VI Asst. Schools Division Superintendent
<ul style="list-style-type: none">• SDS hour	Orlando E. Manuel PhD., CESO V Schools Division Superintendent
III. Meeting Adjournment	