



Republic of the Philippines
Department of Education

Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

15 May 2025

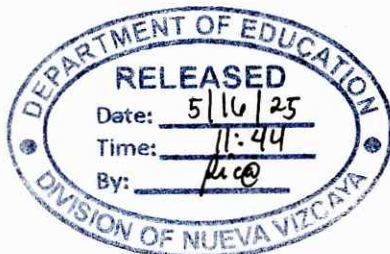
DIVISION MEMORANDUM

No. 217, s. 2025

**5th 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 **5th Regular Division ManCom Meeting** to be held at **Highlander Hotel, Brgy. Roxas, Solano, Nueva Vizcaya** on **May 29, 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 Bagabag I and Bagabag 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-fledged school heads and Teacher-in-Charge of Elementary, Secondary and Integrated public schools. All participants are requested to attend in their floral smart casual 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

05-2025-208



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SCHOOLS DIVISION OF NUEVA VIZCAYA

Enclosure to DM No. 217 s. 2025

5th Regular Division ManCom Meeting
May 29, 2025
Highlander Hotel, Solano, Nueva Vizcaya

A. Expected Participants

No Participants

1. **SDO**

OSDS

- (3): Emerson B. Balut CPA, Jeassel J. Alayu & Rosula M. Balberan
- (1): Atty. Julius Caesar G. Domingo, CPA
- (3): Maritess E. Vidad, Gaye D. Castillo, Maricar M. Valido
- (1): Princes C. Aquitania
- (1): Ezekel C. Garing

SGOD

- (1): Melany M. Asuncion PhD
- (4): Noli Mar M. Navarro EdD, Florence F. Esparrago, Roscoe N. Gacusana PhD,
- (1): Rommel S. De Gracia PhD
- (1): Romeo Emmanuel C. Yarcia III
- (1): Christopher Dominguez
- (3): Dr. Ryan Christopher A. Buccat, Dr. Epifania P. Tumaliuan, Rudy S. Agustin
- (2): Maria Teresa B. Iglesia, Marc Henrick R. Nicanor

CID

- (10): Dindo John H. Moreno PhD, Orlando D. Vicente PhD, Macrino A. Raymundo PhD, Nimfa Norie A. Aquino PhD, Maria Concepcion D. Absalon PhD, Ronie B. Bibas EdD, Roger S. Sebastian PhD, Bermelita E. Guillermo PhD, Hilda D. Aragon PhD, Wilhelmina B. Castro PhD
- (2): Chester C. Cortez, Maria Victoria A. Padro
- (2): Romulo S. Ancheta PhD, Maricel S. Franco PhD, CESE
- (2): Adonis C. Ceperez EdD, CESE
Orlando E. Manuel PhD, CESO V

ManCom Secretariat & Documenters: Melany M. Asuncion, Dindo John H. Moreno, Bermelita E. Guillermo, Princes C. Aquitania, Florence F. Esparrago, Maria Victoria A. Padro, Chester C. Cortez and Ezekel C. Garing

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)

All Teacher-in-Charge



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B. Activity Matrix

Topic/Agenda	Discussant/ In-charge
I. Preliminaries: Host District	
<i>National Anthem</i> <i>Prayer</i> <i>Recitation of the NQMS</i> <i>Opening Remarks</i> <i>Message</i>	<i>Host District</i>
II. Meeting Proper: <i>Melany M. Asuncion, Moderator</i> Adonis C. Ceperez EdD, CESE <i>Assistant Schools Division Superintendent</i> <i>Presiding Officer</i> Orlando E. Manuel PhD, CESO V <i>Schools Division Superintendent</i> <i>Consultant</i>	
• Certification of Quorum	Princes C. Aquitania <i>HRMO, ManCom Secretariat</i>
• Actions Taken from the Minutes of the Previous Division ManCom Meeting	Dindo John H. Moreno, PhD <i>EPS, ManCom Secretariat</i>
• Updates & Reminders	
CID	Maricel S. Franco PhD, CESE <i>Chief, CID</i>
SGOD	Romulo S. Ancheta PhD <i>Chief, SGOD</i>
OSDS	Maritess E. Vidad <i>AO V, Admin Services Unit</i>
• ASDS Updates	Adonis C. Ceperez EdD, CESE <i>Asst. Schools Division Superintendent</i>
• SDS hour	Orlando E. Manuel PhD, CESO V <i>Schools Division Superintendent</i>
III. Meeting Adjournment	