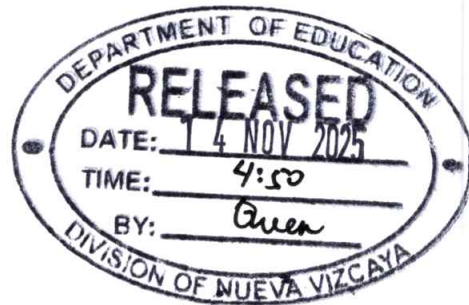




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA



14 November 2025

DIVISION MEMORANDUM
No. 540, s. 2025

**11th 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 **11th Regular Division ManCom Meeting** to be held at **Nueva Vizcaya State University Gymnasium- Bayombong Campus, Don Mariano Perez, Bayombong, Nueva Vizcaya** on **November 18, 2025 at 8:00 in the morning**. The Mancom Meeting will be hosted by Kayapa East and West Districts.
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 provided in the enclosed enclosure.
4. A Registration Fee of One Thousand Five Hundred Pesos (P1,500.00) chargeable against local funds shall be collected to defray the cost of meals and snacks, venue rental and other incidental expenses subject to usual accounting and auditing rules and procedures.
5. Travelling expenses shall be charged against local funds subject to usual accounting guidelines, rules and regulations.
6. For information, guidance and compliance.

ORLANDO E. MANUEL Ph.D., CESO V
Schools Division Superintendent

11-2025-641



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Website: <https://sdonuevavizcaya.com/>



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Enclosure to DM No. **540**s. 2025

11th Regular Division ManCom Meeting

November 18, 2025

NVSU Bayombong Campus Gymnasium, DMP, Bayombong, Nueva Vizcaya

A. Expected Participants

SDO - Proper			
OSDS			
	SDS	Orlando E. Manuel PhD, CESO V	
	ASDS	Adonis C. Ceperez EdD, CESE	
	Budget	Jeassel J. Alayu	
	Accounting	Emerson B. Balut, CPA	
	Legal	Atty. Julius Caesar G. Domingo, CPA	
	ITO	Ezekel C. Garing	*
	Administration	OIC, Atty. Julius Caesar G. Domingo, CPA	
	Supply	Gaye D. Castillo	
	HRMO	Princes C. Aquitania	*
	Records	Maricar M. Valido	*
	Cash	Rosula M. Balberan	
SGOD	Chief	Romulo S. Ancheta PhD	
	EPS	Melany M. Asuncion PhD	*
	SMME	Noli Mar M. Navarro EdD	
	HRDD	Florence F. Esparrago	*
	SMAN	Roscoe N. Gacusana PhD	
	PAR	Rommel S. De Gracia PhD	
	Planning	Romeo Emmanuel C. Yarcia III	
	EFU	Arch. Christopher Dominguez	
	Medical	Dr. Ryan Christopher Buccat	
	Dental	Dr. Epifania P. Tumaliuan	
	Nurse	Rudy S. Agustin	
	PDO - DRRM	Maria Teresa B. Iglesia	
	PDO-YFP	Marc Henrick R. Nicanor	
	HRDD-EpS	Herbert Mangabat	*
CID	Chief	OIC, Adonis C. Ceperez EdD, CESE	
	EPS - English	Dindo John H. Moreno PhD	*
	EPS - TLE	Orlando D. Vicente PhD	
	EPS - MAPEH	Macrino A. Raymundo PhD	



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	EPS - Math	Nimfa Norie A. Aquino PhD	
	EPS - AP	Maria Concepcion D. Absalon PhD	
	EPS - Science	Ronie B. Bibas EdD	
	EPS - Filipino	Roges S. Sebastian PhD	
	EPS - LRMDs	Bermelita E. Guillermo PhD	*
	EPS - SNED	Hilda D. Aragon PhD	
	EPS - IPED	Wilhelmina B. Castro PhD	
	PDO - LRMDs	Maria Victoria A. Padro	*
	Librarian	Chester S. Cortez	*
FIELD:	District Heads	23	
	School Heads	237	
	Teachers-In-Charge of Kayapa East and West		
* - Secretariat			



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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 NQPS</i> <i>Opening Remarks</i> <i>Message</i>	<i>Host District</i>
II. Meeting Proper : Melany M. Asuncion, Moderator 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	Princess C. Aquitania, HRMO <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	Adonis C. Ceperez EdD, CESE <i>Asst. Schools Division Superintendent</i>
SGOD	Romulo S. Ancheta PhD <i>Chief, SGOD</i>
OSDS	Atty. Julius Caesar G. Domingo, CPA <i>AO-V, Admin</i>
• School MEA	NVGCHS, Pingkian Central School
• District MEA	Dupax Del Sur District Kayapa West District
• 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>