



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

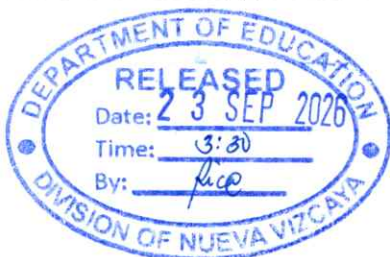
23 September 2026

DIVISION MEMORANDUM  
No. 362, s. 2026

**9<sup>th</sup> 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 **9<sup>th</sup> Regular Division Management Committee (ManCom) Meeting** to be held at **Saint Mary's University Tonus Gymnasium, Bayombong, Nueva Vizcaya** on **September 28, 2026 at 7:00 in the morning**. The ManCom Meeting will be hosted by the districts of Bambang 1 and Bambang 2. The ManCom participants are requested to attend in their ASEAN attire.
2. The Division ManCom Meeting agenda are as follows:
  - a. Updates & Reminders: CID, SGOD & OSDS
  - b. SMEA Presentation
  - c. Recognition of Retirees
  - d. ASDS updates
  - e. SDS hour
  - f. Other Matters
3. A Registration Fee of One Thousand Five Hundred Pesos (P1,500.00) shall be collected, chargeable against local funds, to defray the cost of meals and snacks, venue rental, electricity, utility expenditures and other incidental expenses subject to usual accounting and auditing rules and procedures.
4. The registration fee shall be collected in advance at the Cashier's Office on or before September 25, 2026 to minimize the queuing of participants at the venue and to eliminate unnecessary delays in the conduct of the ManCom Meeting.
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 PhD., CESO V**  
Schools Division Superintendent



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Enclosure to DM No. 362s. 2026

**9<sup>th</sup> Regular Division ManCom Meeting**  
*September 28, 2026, SMU Tonus Gymnasium*

**A. Expected Participants**

| <b>SDO – Proper</b> |                              |                                          |   |
|---------------------|------------------------------|------------------------------------------|---|
| 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                       |   |
|                     | Procurement                  | Jayson C. Balut                          |   |
|                     | Special Projects Coordinator | Engr. Carol Q. Lagula                    |   |
| SGOD                | Chief                        | Romulo S. Ancheta PhD                    |   |
|                     | EPS                          | Melany M. Asuncion PhD                   | * |
|                     | SMME                         | Noli Mar M. Navarro EdD                  |   |
|                     | HRDS                         | Florence F. Esparrago                    | * |
|                     | SMAN                         | Roscoe N. Gacusana PhD                   |   |
|                     | PAR                          | Rommel S. De Gracia PhD, CESE            |   |
|                     | Planning                     | Romeo Emmanuel C. Yarcia III             |   |
|                     | EFU                          | Arch. Christopher R. Dominguez           |   |
|                     | Medical                      | Dr. Ryan Christopher A. Buccat           |   |
|                     | Dental                       | Dr. Epifania P. Tumaliuan                |   |
|                     | Nurse                        | Rudy S. Agustin                          |   |
|                     | PDO – DRRM                   | Maria Theresa B. Iglesia                 |   |
|                     | PDO-YFP                      | Marc Henrick R. Nicanor                  |   |
|                     | HRDS-EPS II                  | Herbert P. Mangabat                      | * |
| CID                 | Chief                        | OIC, Rommel S. De Gracia PhD, CESE       |   |
|                     | EPS – English                | Dindo John H. Moreno PhD                 | * |
|                     | EPS – TLE                    | Orlando D. Vicente PhD                   |   |
|                     | EPS – MAPEH/ ALS             | Macrino A. Raymundo EdD                  |   |
|                     | EPS – Math                   | Nimfa Norie A. Aquino PhD                |   |



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|               |                    |                                 |   |
|---------------|--------------------|---------------------------------|---|
|               | EPS - AP           | Maria Concepcion D. Absalon PhD |   |
|               | EPS - Science      | Ronnie B. Bibas EdD             |   |
|               | EPS - Filipino     | Roger S. Sebastian PhD          |   |
|               | EPS - LRMDs        | Bermelita E. Guillermo PhD      | * |
|               | EPS - SNED         | Hilda D. Aragon PhD             |   |
|               | EPS – ESP          | Wilhelmina C. Castro            |   |
|               | PDO - LRMDs        | Maria Victoria A. Padro         | * |
|               | Librarian          | Chester C. Cortez               | * |
| <b>FIELD:</b> | District Heads     | 23                              |   |
|               | School Heads       | 237                             |   |
|               | Teachers-In-Charge | 94                              |   |
|               | <b>TOTAL</b>       |                                 |   |

*\* Secretariat*

|                                       |                  |                                  |
|---------------------------------------|------------------|----------------------------------|
| Additional<br>Administrative<br>Staff | SDS Staff        | Rynna Quinn M. Gaba              |
|                                       | ASDS Staff       | Laura C. Bergonia                |
|                                       | Cashier's Office | Ma. Czarina Bianca L. Macababbad |
|                                       | Docu-Tech Team   | Chester C. Cortez                |
|                                       |                  | Howard Jean Francois V. Doles    |
|                                       |                  | Kennedy W. Guzman                |
|                                       |                  | John Rick Cardona                |
|                                       |                  | Dennis D. Pangilinan             |
|                                       |                  | Julian Patrick G. Serquinia      |
|                                       | Drivers          | Marlon Manolo D. Perez           |
|                                       |                  | Freddie C. Domingo               |
|                                       |                  | Jonathan R. Soriano              |
|                                       |                  | Norman Bajo                      |
|                                       |                  | Edwin F. Serquiña                |
|                                       |                  | Mark Japhet Moralda              |



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**B. Activity Matrix**

| Topic/Agenda                                                                                                                                                                                                                                                                                                                                                                  | Discussant/ In-charge                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. Preliminaries:</b> Host Districts                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                         |
| <i>National Anthem</i><br><i>Prayer</i><br><i>Recitation of the NQPS</i><br><i>Opening Remarks</i><br><i>Message</i>                                                                                                                                                                                                                                                          | <i>Host Districts</i>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>II. Meeting Proper : EPS Melany M. Asuncion, Moderator</b><br><br><p style="text-align: center;"> <b>Adonis C. Ceperez EdD, CESE</b><br/> <i>Assistant Schools Division Superintendent</i><br/> <i>Presiding Officer</i> </p> <p style="text-align: center;"> <b>Orlando E. Manuel PhD, CESO V</b><br/> <i>Schools Division Superintendent</i><br/> <i>Consultant</i> </p> |                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Certification of Quorum</li> <li>• Actions Taken and business arising from the Previous Division ManCom Meeting</li> <li>• Updates &amp; Reminders</li> </ul> <p>CID</p> <p>SGOD</p> <p>OSDS</p> <p>SMEA Presentation</p>                                                                                                            | <p><b>Princes C. Aquitania, HRMO</b><br/><i>HRMO, ManCom Secretariat</i></p> <p><b>Dindo John H. Moreno, PhD</b><br/><i>EPS, ManCom Secretariat</i></p> <p><b>Rommel S. De Gracia PhD, CESE</b><br/><i>SEPS, OIC Chief, CID</i></p> <p><b>Romulo S. Ancheta PhD</b><br/><i>Chief, SGOD</i></p> <p><b>Atty. Julius Caesar G. Domingo, CPA</b><br/><i>AO-V, Administrative Office</i></p> |
| <ul style="list-style-type: none"> <li>• ASDS Updates</li> </ul>                                                                                                                                                                                                                                                                                                              | <p><b>Adonis C. Ceperez EdD, CESE</b><br/><i>Asst. Schools Division Superintendent</i></p>                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• SDS hour</li> </ul>                                                                                                                                                                                                                                                                                                                  | <p><b>Orlando E. Manuel PhD, CESO V</b><br/><i>Schools Division Superintendent</i></p>                                                                                                                                                                                                                                                                                                  |
| <b>III. Meeting Adjournment</b>                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                         |