



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

23 April 2021

DIVISION MEMORANDUM

No. **144**, s. 2021

**FOURTH REGULAR DIVISION
MANAGEMENT COMMITTEE (MANCOM) VIRTUAL MEETING**

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
SDO EXECOM Members
All others concerned

1. This Office announces the conduct of the **4th Regular Division Management Committee (ManCom) Virtual Meeting via Facebook Live Broadcast (SDO ManCom) on April 27, 2021, Tuesday at 8:00 in the morning.**
2. The Virtual ManCom agenda are as follows:
 - a. Communicating the Quality Management System (QMS)
 - b. Contingency Plan Updates 2
 - c. Module/Learning Activity Sheets (LAS) Production Updates and Progress Report
 - d. Administrative Matters
 - e. Updates: CID, SGOD, OSDS, ASDS
 - f. SDS Hour
 - g. Other Matters
3. The expected attendees to this meeting are as follows:
 - a. SDO
 - ExeCom Members
 - All Education Program Supervisors (EPSs)
 - b. District
 - Public Schools District Supervisors (PSDSs)/District In-charge (DICs) with Elementary and Secondary School Heads
4. All participants are advised to ensure the observance and strict compliance to IATF and DOH guidelines.
5. The activity matrix of the Virtual Mancom is hereto attached for reference and guidance.
6. For the Evaluation of the ManCom, the participants are requested to assess online using the link <https://tinyurl.com/SDONuevaVizcayaMeetingEval>.



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


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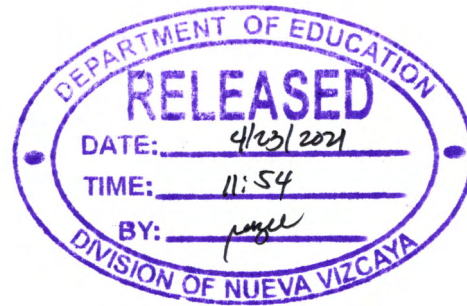




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7. The meals of the SDO Management Committee and Management Team shall be charged against the Division MOOE subject to usual accounting guidelines, rules and regulations.
8. For information, guidance and compliance.


RACHEL R. LLANA, PhD., CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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4th REGULAR DIVISION MANCOM VIRTUAL MEETING
Matrix of Activities
April 27, 2021

No	Agenda/Topic	Presenter/ Discussant
1	Preliminaries	Heminigildo U. Gandeza PDO-II, CID, <i>Program Host</i>
2	Determining the Quorum	Princess C. Aquitania AO-IV, SDO ManCom Secretariat
3	Meeting call to Order	Dr. Mary Julie A. Trus, CESE OIC, Assistant Schools Division Superintendent
4	Actions taken in the previous Mancom: <i>Minutes of 3rd Virtual ManCom Meeting</i>	Dr. Dindo John H. Moreno EPS, English
5	Communicating the Quality Management System (QMS) - Provision of Technical Assistance to School Heads PM-CID-EPS-001	Dr. Melany Asuncion <i>SDO QMR</i> Dr. Nimfa Norie A. Aquino <i>EPS, Mathematics</i>
6	Contingency Plan Updates	Evelyn V. Ramos Chief, CID
7	Module/Learning Activity Sheets (LAS) Production Updates and Progress Report	Dr. Bermelita E. Guillermo EPS, LRMDS
8	Administrative Matters	Maritess E. Vidad AO-V
9	Updates: CID, SGOD, OSDS, ASDS	Evelyn V. Ramos Chief, CID Dr. Romulo S. Ancheta Chief, SGOD Dr. Mary Julie A. Trus, CESE OIC, Assistant Schools Division Superintendent
10	SDS Hour	Dr. Rachel R. Llana, CESO VI OIC, Schools Division Superintendent
11	<i>Other Matters/ Open Forum</i>	



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