



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

17 August 2021

DIVISION MEMORANDUM  
No. *308*, s. 2021

**EIGHTH 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 8<sup>th</sup> Regular Division Management Committee (ManCom) Virtual Meeting via Facebook Live Broadcast (*SDO Mancom*) on August 24, 2021, Tuesday at 8:00 in the morning.
2. The Virtual ManCom agenda are as follows:
  - a. Quality Management System (QMS) Updates
  - b. BE-LCP Updates
  - c. Enrollment Procedure and Updates
  - d. SDO 119<sup>th</sup> Founding Anniversary
  - e. Updates: CID, SGOD, OSDS, ASDS
  - f. Administrative Matters
  - g. SDS Hour
  - h. 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 on one/same venue.
3. All participants are advised to ensure the observance and strict compliance to IATF and DOH protocols and guidelines.
4. The Activity Matrix of the Virtual ManCom Meeting is hereto attached for reference and guidance.



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

Doc Code:	<b>FM-OSDS-SDS-001</b>	Rev:	<b>01</b>
As of:	<b>01-09-2020</b>	Page:	<b>1</b>

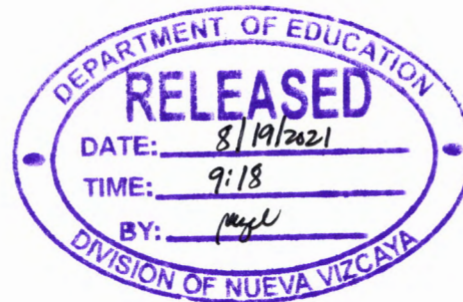




Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

5. For the Evaluation of the conference, the participants are requested to assess online using the link <https://tinyurl.com/SDONuevaVizcayaMeetingEval>.
6. The meals of the SDO Management Committee shall be charged against the Division MOOE subject to usual accounting guidelines, rules and regulations.
7. For information, guidance and compliance.

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



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

Doc Code:	<b>FM-08DS-SDS-001</b>	Rev:	<b>01</b>
As of:	<b>01-09-2020</b>	Page:	<b>2</b>





Republic of the Philippines  
**Department of Education**

Region II – Cagayan Valley  
 Schools Division of Nueva Vizcaya

**8<sup>th</sup> REGULAR DIVISION MANCOM VIRTUAL MEETING**  
**Matrix of Activities**  
**August 24, 2021, 8AM**

No	Agenda/Topic	Presenter/ Discussant
1	Preliminaries National Anthem Prayer Recitation of Quality Policy Presentation of expected participants	<b>Heminigildo U. Gandeza</b> PDO-II, CID, Program Host  <b>Princess C. Aquitania</b> AO-IV, SDO ManCom Secretariat
2	Determining the Quorum	<b>Princess C. Aquitania</b> AO-IV, SDO ManCom Secretariat
3	Meeting call to Order	<b>Dr. Mary Julie A. Trus, CESE</b> OIC, Assistant Schools Division Superintendent
4	Actions taken in the previous Mancom: Minutes of 7 <sup>th</sup> Virtual ManCom Meeting	<b>Dr. Dindo John H. Moreno</b> EPS, English
5	Communicating the Quality Management System (QMS) - Technical Assistance on LIS	<b>Dr. Melany M. Asuncion</b> SDO QMR  <b>Romeo Emmanuel Yarcia</b> Planning Officer III
6	BE-LCP Updates - Preparation for the Opening of SY 2021-2022 (Status of SLM/LAS reproduction/ distribution)	<b>Evelyn V. Ramos</b> Chief, CID
7	Enrollment Procedure and Updates	<b>Romeo Emmanuel Yarcia</b> Planning Officer III
8	SDO 119 <sup>th</sup> Founding Anniversary	2-minute AVP Presentation of Candidates from each District <b>Dr. Mary Julie A. Trus, CESE</b> OIC, Assistant Schools Division Superintendent
9	Updates: CID SGOD OSDS	<b>Evelyn V. Ramos</b> , Chief, CID <b>Dr. Romulo S. Ancheta</b> , Chief, SGOD <b>Dr. Mary Julie A. Trus, CESE</b> OIC, Assistant Schools Division Superintendent
10	Administrative Matters	<b>Maritess E. Vidad</b> , AO-V
11	SDS Hour	<b>Dr. Mary Julie A. Trus, PhD., CESE</b> OIC, Assistant Schools Division Superintendent <b>Dr. Rachel R. Llana, PhD., CESO VI</b> OIC, Schools Division Superintendent
12	Other Matters/ Open Forum	
	Meeting Adjournment	



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

