



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

24 September 2021

DIVISION MEMORANDUM
No. 355, s. 2021

**9TH REGULAR DIVISION
MANAGEMENT COMMITTEE (MANCOM) 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. With its commitment to continuously review and discuss updates, issues and concerns including essential feedbacks for service improvement, this Office announces the conduct of the **9th Regular Division Management Committee (ManCom) Meeting to be conducted virtually via Facebook Live Broadcast on September 28, 2021, Tuesday at 8:00 in the morning.**
2. The Virtual ManCom Meeting agenda and expected attendees are the following:
 - a. Agenda
 - (1) Quality Management System (QMS) Updates
 - (2) Observation on the Opening of Classes
 - (3) Covid-19 Status Updates
 - (4) Enrollment Status
 - (5) SSAT in preparation for the expanded limited face to face modality implementation
 - (6) Administrative matters
 - (7) Updates (CID, SGOD & OSDS)
 - (8) SDS Hour
 - (9) Other Matters
 - b. Expected participants
 - SDO : ExeCom Members & all Education Program Supervisors (EPSs)
 - District : PSDSs and DICs
 - School : Elementary and Secondary School Heads
4. All attendees are advised to ensure the observance and strict compliance to IATF and DOH protocols and guidelines.
5. The conference flow will be as follows:
 - a. Preliminaries
 - b. Certification of Quorum/Meeting Call to Order
 - c. Updates and Status on Agreements of the Previous Meeting
 - d. QMS Updates



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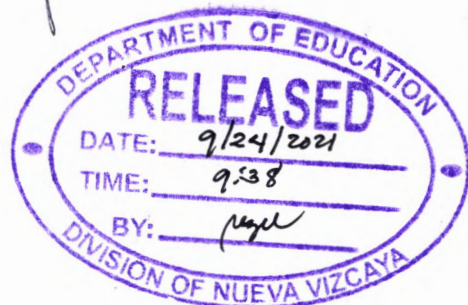
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- e. Observation on the Opening of Classes
 - f. Covid-19 Status Updates
 - g. Enrollment Status
 - h. SSAT in preparation for the expanded limited face to face modality implementation
 - i. Administrative matters
 - j. Updates (CID, SGOD & OSDS)
 - k. SDS Hour
 - l. Other Matters
6. For the Evaluation of the ManCom Meeting, the participants are requested to assess online using the link <https://tinyurl.com/SDONuevaVizcayaMeetingEval>.
7. The meals of the SDO Management Committee 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

By the authority of the Schools Division Superintendent

MARY JULIE A. TRUS, PhD, CESE
OIC, Assistant Schools Division Superintendent



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