



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

19 February 2021

DIVISION MEMORANDUM
No. **48**, s. 2021

**SECOND 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 2nd Regular Division Management Committee (ManCom) Meeting to be conducted virtually via Google Meet on February 23, 2021, Tuesday at 8:00 in the morning. The meeting code is <https://meet.google.com/edu-oxtg-okg>.
2. The Virtual ManCom agenda are as follows:
 - a. Quality Management System (QMS) Updates
 - b. Assessment and Intervention for Quarters 1 and 2
 - c. Module/Learning Activity Sheets (LAS) Production Progress Report
 - d. Adherence and compliance to IATF and DOH Health Protocols
 - e. Administrative Matters
 - f. Updates:
CID, SGOD, OSDS, ASDS
 - 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.
4. The PSDS/DICs convening the district participants are advised to ensure the observance and strict compliance to IATF and DOH guidelines.
5. The details of the Virtual Mancom are hereto attached for reference and guidance.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
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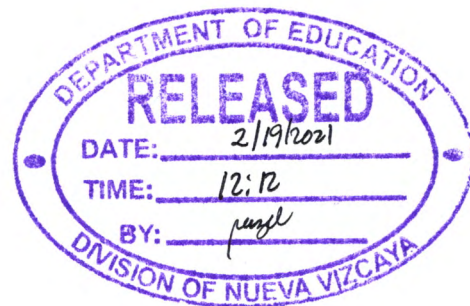




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6. For the Evaluation of the ManCom, the participants are requested to assess online using the link <https://tinyurl.com/SDONuevaVizcayaMeetingEval>.
7. The meals of the SDO Management Committee shall be charged against the Division MOOE subject to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


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



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**SECOND REGULAR
 MANAGEMENT COMMITTEE (ManCom) MEETING**
 February 23, 2021

Matrix of Activities

Time	Topics	Persons Involved
8:00- 8:15	Preliminaries <i>National Anthem</i> <i>Opening Program</i> <i>Recitation of Quality Policy</i> Opening Remarks Welcome Address Checking & Presentation of Expected Participants Messages	HRDS SEPS
8:16-8:20	<ul style="list-style-type: none"> • Certification of the Quorum • Meeting Call to Order 	Secretariat: HRMO Office of the ASDS
8:21-8:35	Updates and Status on Agreements of the Previous Meeting - <i>Review of Previous Minutes of Meeting</i>	CID Representative
8:36-8:51	QMS Updates	QMS Focal Person
8:52-9:10	Student Learning Assessment & Interventions	CID Chief or Representative
9:11-9:25	Modules/ Learning Activity Sheet (LAS)	CID Chief or Representative
9:26-9:45	Adherence and compliance to IATF and DOH Health protocols and other related concerns	SGOD Chief or Representative
9:46-10:05	Administrative Matters	AO-V and HRMO
10:06-11:03	<i>Updates</i> 10:06-10:26 CID 10:27-10:47 SGOD 10:48-11:03 OSDS	CID Chief or Representative SGOD Chief or Representative ASDS or Representative
11:04-11:40	School Superintendents' Hour	- ASDS - SDS
11:41 – 12:00	Other Matters Clearing House	



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