



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

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19 May 2023

DIVISION MEMORANDUM  
No. 172 , s. 2023

**2<sup>nd</sup> REGULAR DIVISION  
MANAGEMENT COMMITTEE (MANCOM) MEETING**

To: 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  
All others concerned

1. This Office announces the conduct of the **2<sup>nd</sup> Regular Division Management Committee (ManCom) Meeting** to be held at **Kasibu National Agricultural School (KNAS), Poblacion, Kasibu Nueva Vizcaya on May 31, 2023 at 8:30 in the morning.**
2. The Division ManCom Meeting agenda are the following:
  - 2.1 *Weekly issues and concerns in Schools and ADM*
  - 2.2 *School-based Feeding Program*
  - 2.3 *New MSP (DO 7 s. 2023)*
  - 2.4 *Administrative Matters*
  - 2.5 *Updates : OSDS, SGOD, CID, ASDS*
  - 2.6 *SDS Hour*
  - 2.7 *Other Matters*
3. The Mancom Meeting participants are the SDO ExeCom Members, Education Program Supervisors, District Supervisors and District In-charge and all Secondary and Elementary School Heads of public schools.
4. The meals of the SDO Management Committee shall be charged against the Division MOOE while the remaining participants are requested to pay a Registration Fee of Five Hundred Pesos (Php500.00) to cover expenses for 2 snacks and lunch and other incidental expenses charged to local funds subject to usual accounting guidelines, rules and regulations.
5. All attendees are advised to ensure the observance and strict compliance to IATF and DOH protocols and guidelines.
6. For the Evaluation of the ManCom Meeting, the participants are requested to assess online using the link <https://tinyurl.com/SDONuevaVizcayaMeetingEval>.



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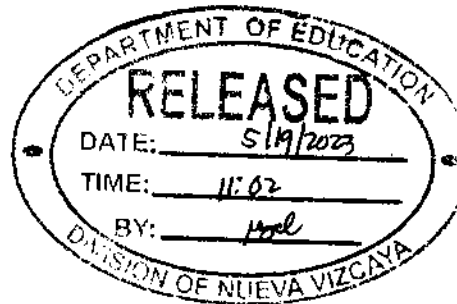
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7. For information, guidance and compliance.

**ORLANDO E. MANUEL, PhD., CESO V**  
Schools Division Superintendent

*By the Authority of the Schools Division Superintendent:*

**ATTY. JULIUS CAESAR G. DOMINGO, CPA**  
Attorney III



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Enclosure to DM No. 172 s. 2023

**2<sup>nd</sup> Regular Division ManCom Meeting**  
May 31, 2023

**A. Expected Participants**

No	Participants
1	<b>SDO</b> OSDS 3 (1 Accounting & 2 Budget Office) 1 Legal Officer 3 (1 AO-V Admin, 1 Supply Officer & 1 Records Officer) 1 AO-IV HRMO 1 ITO  <b>SGOD</b> 1 EPS 4 SEPS 1 Planning Officer 1 EFU Engineer 3 SHS (1 Nurse In-charge & 2 Dentists) 2 PDOs (DRRM & YFU)  <b>CID</b> 10 EPS 2 PDO & Librarian  2 Chiefs 2 ASDS, SDS  <i>ManCom Secretariat: Melany M. Asuncion, Dindo John H. Moreno, Bermelita E. Guillermo, Princess C. Aquitania, Marianne Eugenio and Herminigildo Gandeza</i>
2	Districts : 23 PSDS/DICs
3	Schools 237 HT-OIC and Full-Fledged Principals Secondary : 47 NVASSP Elementary: 190 Elementary School Heads





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**B. Activity Matrix**

<b>Topic/Agenda</b>	<b>Discussant/ In-charge</b>
<b>I. Preliminaries</b>	
National Anthem Prayer Recitation of the NQPS Opening Remarks Message	Host District
<b>II. Meeting Proper</b>	
<ul style="list-style-type: none"><li>• Certification of Quorum</li><li>• Meeting Call to Order</li><li>• Meeting Agenda</li></ul>	Princess C. Aquitania, HRMO Mary Julie A. Trus, PhD, CESO VI ASDS, Presiding Officer
<ul style="list-style-type: none"><li>• Actions Taken from the Minutes of the Previous Division ManCom Meeting</li></ul>	Dindo John H. Moreno, PhD EPS, CID
<ul style="list-style-type: none"><li>• Weekly issues and concerns in Schools and ADM</li></ul>	Ronnie B. Bibas, PhD EPS, Science & Technology
<ul style="list-style-type: none"><li>• School- based Feeding Program</li></ul>	Marilou Roderos, SBFP Focal Person
<ul style="list-style-type: none"><li>• New MSP (DO 7 s. 2023)</li></ul>	Mary Julie A. Trus, PhD, CESE Assistant Schools Division Superintendent
<ul style="list-style-type: none"><li>• Administrative Matters: Assessment Process and Timelines</li></ul>	Maritess E. Vidad, AO-V Admin Princess C. Aquitania, HRMO
<ul style="list-style-type: none"><li>• Functional Division Updates OSDS SGOD CID</li></ul>	Mary Julie A. Trus, PhD, CESE Assistant Schools Division Superintendent Romulo S. Ancheta, PhD Chief, SGOD Maricel S. Franco, PhD, CESE Chief, CID
<ul style="list-style-type: none"><li>• ASDS Updates</li></ul>	Mary Julie A. Trus, PhD, CESE Assistant Schools Division Superintendent
<ul style="list-style-type: none"><li>• SDS Hour</li></ul>	Orlando E. Manuel, PhD., CESO V Schools Division Superintendent
<ul style="list-style-type: none"><li>• Other Matters</li></ul>	
<b>III. Meeting Adjournment</b>	



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