



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

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08 August 2023

DIVISION MEMORANDUM  
No. 267 , s. 2023

**3<sup>rd</sup> REGULAR DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
CUM EDUCATION SUMMIT**

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 **3<sup>rd</sup> Regular Division Management Committee (ManCom) Meeting** to be held at **Alfonso Castaneda National High School, Brgy. Lublub, Alfonso Castaneda, Nueva Vizcaya on August 14-15, 2023 at 8:30 in the morning.**
2. The Division ManCom Meeting agenda are the following:
  - 2.1 *National Learning Camp and EOSY Reading Program*
  - 2.2 *Brigada Eskwela SY 2023-2024*
  - 2.3 *2023 OPCRf, First Semester*
  - 2.4 *Administrative Matters*
  - 2.5 *Updates : OSDS, SGOD, CID, ASDS*
  - 2.6 *SDS Hour*
  - 2.7 *Education Summit*
  - 2.8 *Division Brigada Eskwela Kick-off*
3. The ManCom Meeting participants are the SDO ExeCom Members, Education Program Supervisors, District Supervisors and District In-charge and all Secondary, Central and Integrated 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 One Thousand Pesos (Php1000.00) to defray expenses for 3 snacks, 1 breakfast, 1 lunch and 1 dinner and other incidental expenses charged to local funds subject to usual accounting guidelines, rules and regulations. The attendees may now give payments for the registration fee at the SDO Cashier's Office.
5. All attendees are expected to arrive at the Mancom Venue on August 14, 2023 at 3 o'clock in the afternoon for the Registration. The accommodation of participants at Alfonso Castaneda Central School and Alfonso National High School will be facilitated by the host district.



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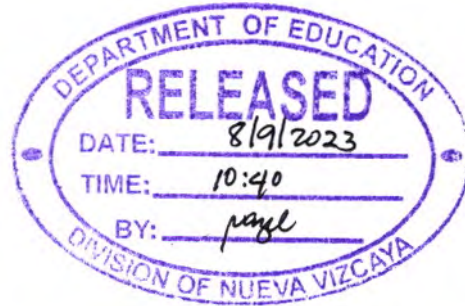


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6. For information, guidance and compliance.

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



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Enclosure to DM No. \_\_\_\_ s. 2023

**3<sup>rd</sup> Regular Division ManCom Meeting**  
August 14-15, 2023

**A. Expected Participants**

No	Participants
1	<p><b>SDO</b> OSDS 3 (1 Accounting, 1 Budget Office, &amp; 1 Cashier) 1 Legal Officer 3 (1 AO-V Admin, 1 Supply Officer &amp; 1 Records Officer) 1 AO-IV HRMO 1 ITO</p> <p><b>SGOD</b> 1 EPS 4 SEPS 1 EPS II (SMAN) 1 Planning Officer 1 EFU Engineer 3 SHS (1 Nurse In-charge &amp; 2 Dentists) 2 PDOs (DRRM &amp; YFU)</p> <p><b>CID</b> 10 EPS 2 PDO &amp; Librarian</p> <p>2 Chiefs 2 ASDS, SDS</p> <p><i>ManCom Secretariat: Melany M. Asuncion, Dindo John H. Moreno, Bermelita E. Guillermo, Princess C. Aquitania, Marianne Eugenio and Herminigildo Gandeza</i></p>
2	Districts : 23 PSDS/DICs
3	Schools Elementary: 23 Central School Heads Secondary : 47 NVASSP School Heads Integrated Schools: 15 School Heads



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**B. Activity Matrix**

<i>Arrival &amp; Registration of Participants</i>	<i>August 14, 2023 3PM</i>
<i>Alfonso Castaneda NHS</i>	
<b>Mancom Proper</b>	
<b>Topic/Agenda</b>	<b>Discussant/ In-charge</b>
<b>I. Preliminaries</b>	
<i>National Anthem</i> <i>Prayer</i> <i>Recitation of the NQPS</i> <i>Opening Remarks</i> <i>Message</i>	<i>Host District</i>
<b>II. Meeting Proper</b>	
<i>Moderator: Melany Asuncion-Secretariat</i>	
<ul style="list-style-type: none"> <li>• Certification of Quorum</li> <li>• Meeting Call to Order</li> <li>• Meeting Agenda</li> </ul>	<i>Princess C. Aquitania, HRMO</i> <i>Mary Julie A. Trus, PhD, CESO VI</i> <i>ASDS, Presiding Officer</i>
<ul style="list-style-type: none"> <li>• Actions Taken from the Minutes of the Previous Division ManCom Meeting</li> </ul>	<i>Dindo John H. Moreno, PhD</i> <i>EPS, CID</i>
<ul style="list-style-type: none"> <li>• National Learning Camp and EOSY Reading Program</li> </ul>	<i>Ronnie B. Bibas, PhD</i> <i>EPS, Science &amp; Technology</i>
<ul style="list-style-type: none"> <li>• Brigada Eskwela SY 2023-2024</li> </ul>	<i>Roscoe N. Gacusana, PhD</i> <i>SEPS, SMAN</i>
<ul style="list-style-type: none"> <li>• 2023 OPCR, First Semester</li> </ul>	<i>Rommel S. De Gracia, PhD</i> <i>SEPS, PAR</i>
<ul style="list-style-type: none"> <li>• Administrative Matters:</li> </ul>	<i>Maritess E. Vidad, AO-V Admin</i>
<ul style="list-style-type: none"> <li>• Functional Division Updates</li> <li>OSDS</li> <li>SGOD</li> <li>CID</li> </ul>	<i>Mary Julie A. Trus, PhD, CESE</i> <i>Assistant Schools Division Superintendent</i> <i>Romulo S. Ancheta, PhD</i> <i>Chief, SGOD</i> <i>Maricel S. Franco, PhD, CESE</i> <i>Chief, CID</i>
<ul style="list-style-type: none"> <li>• ASDS Updates</li> </ul>	<i>Mary Julie A. Trus, PhD, CESE</i> <i>Assistant Schools Division Superintendent</i>
<ul style="list-style-type: none"> <li>• SDS Hour</li> </ul>	<i>Orlando E. Manuel, PhD., CESO V</i> <i>Schools Division Superintendent</i>
<ul style="list-style-type: none"> <li>• Education Summit</li> <li>• Division Brigada Eskwela Kick-off</li> </ul>	
<b>III. Meeting Adjournment</b>	



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