



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

7 March 2023

DIVISION MEMORANDUM
No. 75 , s. 2023

**1st 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
All others concerned

1. This Office announces the conduct of the **1st Regular Division Management Committee (ManCom) Meeting** to be held at **Tomas Dacayo Community Center, Poblacion North, Solano, Nueva Vizcaya on March 13, 2023 at 8:30 in the morning.**
2. The Division ManCom Meeting agenda are the following:
 1. MATATAG Agenda: Basic Education Report
 2. SDO Systems and Process
 - Basic Research Agenda Accreditation Process
 - ESIP Approval and Acceptance
 - elogbook and Customers Feedback System
 - OTOPs 6.2
 - Document Tracking System
 4. Administrative Matters: Assessment Process and Timelines
 5. Updates : OSDS, SGOD and CID
 6. 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 and the Officers of Nueva Vizcaya Private Schools Association of Administrators both from Elementary and Secondary Schools in each district.
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.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
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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>.
7. For information, guidance and compliance.

RACHEL R. LLANA, PhD., CESO V
Schools Division Superintendent

By the Authority of the Schools Division Superintendent:

MARY JULIE A. TRUS, PhD, CESO VI
Assistant Schools Division Superintendent

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Enclosure to DM No. 75 s. 2023

1st Regular Division ManCom Meeting
March 13, 2023

A. Expected Participants

| No | Participants |
|----|---|
| 1 | SDO <i>OSDS</i> 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 <i>SGOD</i> 1 EPS 4 SEPS 1 Planning Officer 1 EFU Engr 3 SHS (1 Nurse In-charge & 2 Dentists) 2 PDOs (DRRM & YFU) <i>CID</i> 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 Public Schools : 399 Secondary : 47 NVASSP Elementary: 352 Elementary School Heads Private Schools: 20 NVPriSAAd Officers Secondary : 10 Administrators Elementary: 10 Administrators |



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B. Activity Matrix

| Topic/Agenda | Discussant/ In-charge |
|---|--|
| I. Preliminaries | |
| <i>National Anthem</i> <i>Prayer</i> <i>Recitation of the NQPS</i> <i>Opening Remarks</i> <i>Message</i> | <i>Host District</i> |
| II. Meeting Proper | |
| <ul style="list-style-type: none"> • Certification of Quorum • Meeting Call to Order • Meeting Agenda • Actions Taken from the Minutes of the Previous Division ManCom Meeting | Princess C. Aquitania, <i>HRMO</i> Mary Julie A. Trus, PhD, CESO VI <i>ASDS, Presiding Officer</i> Dindo John H. Moreno, PhD <i>EPS, CID</i> |
| <ul style="list-style-type: none"> • MATATAG Agenda : Basic Education Report | Mary Julie A. Trus, PhD, CESO VI <i>Assistant Schools Division Superintendent</i> |
| <ul style="list-style-type: none"> • SDO Systems and Process <ul style="list-style-type: none"> - Basic Research Agenda Accreditation Process - ESIP Approval and Acceptance - eLogbook and Customers Feedback System - OTOPs 6.2 - Document Tracking System | Mary Julie A. Trus, PhD, CESO VI <i>Assistant Schools Division Superintendent</i> Melany M. Asuncion, PhD ITO Pink Euria Montano |
| <ul style="list-style-type: none"> • Administrative Matters: Assessment Process and Timelines | Maritess E. Vidad, <i>AO-V Admin</i> Princess C. Aquitania, <i>HRMO</i> |
| <ul style="list-style-type: none"> • Functional Division Updates <ul style="list-style-type: none"> OSDS SGOD CID | Mary Julie A. Trus, PhD, CESE <i>Assistant Schools Division Superintendent</i> Romulo S. Ancheta, PhD <i>Chief, SGOD</i> Maricel S. Franco, PhD, CESE <i>Chief, CID</i> |
| <ul style="list-style-type: none"> • SDS Hour | Rachel R. Llana, PhD., CESO V <i>Schools Division Superintendent</i> |
| III. Meeting Adjournment | |

