



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF PAMPANGA

February 21, 2023

DIVISION MEMORANDUM

No. **079** , s. 2023

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
 FOR THE 1ST QUARTER 2023**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Functional Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads

1. This Office announces the Division Management Committee (MANCOM) meeting on February 27, 2023, from 8:00 am to 4:00 pm (face-to-face) at the Bren Z. Guiao Convention Center, PHS Boulevard, Brgy. Lourdes, City of San Fernando, Pampanga.

2. To facilitate the efficient conduct of the ManCom Meeting, the Secretariat shall be composed of the Coordinating Team, Program Management Team, Documentation Team, and Administrative Support Staff, whose members shall assume the enclosed functions (Enclosure 1) effective immediately. The composition of the ManCom Secretariat is as follows:

Team	Position	Office
Coordinating Team		
1. Jayson M. Santos	Senior Education Program Specialist	SGOD - HRDS
2. Kristin Marie U. Santos	Education Program Specialist II	SGOD - HRDS
Program Management Team		
1. Robin D. Perez	Education Program Specialist II	SGOD - SMME
2. Nerisse Nicole B. Torres	PDO I	SGOD - YFP
Documentation Team		
1. Nadine Muriel C. Alibutod	ADA IV	ICTSU
2. Angelia Fe Ligeralde	Administrative Assistant III	Personnel Unit
3. Mark Angelo Malay	ADAS II	Records Unit
Administrative Support Staff		
1. Jaytee C. Gutierrez	Administrative Assitant II	Admin. Services
2. Christian Renz L. Rodriguez	Administrative Officer II	Personnel Unit
3. Karen G. Yambao	Administrative Officer II	Personnel Unit
4. Wilfred Thomas D. Lee	Administrative Officer II	Personnel Unit
5. Christelle Kate T. Mallari	Administrative Officer II	Personnel Unit





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6. Ma. Rosario Q. Mangalino	ADAS III	Personnel Unit
7. Jexter Jack Pascua	Administrative Aide I	Personnel Unit
8. Fatima Joy L. Maniego	Administrative Aide II	Personnel Unit
9. Andrea C. Valiao	Administrative Aide I	Cash Unit
10. Jona Africa Alfonso	Administrative Aide I	Admin. Services
11. Daniel M. Valdez Jr.	Administrative Aide I	GSU
12. Ruben L. Matic	Administrative Aide I	GSU
13. Aldin I. Dimatulac	Administrative Aide I	GSU
14. Jan Michael V. Gozo	Administrative Aide I	Supply Unit
15. Anthony Ryan M. Mancera	Administrative Aide I	Supply Unit
16. John Daniel M. Martin	Administrative Aide I	Supply Unit

3. Expected participants are reflected below:

SDO	School
1 SDS, 2 ASDSs, 2 Division Chiefs, 1 SGOD Supervisor, One (1) CID EPSVR & One (1) PSDS, Eleven (11) OSDS Unit Heads	Schools Heads of Elementary & Secondary Schools

4. Attendance to this activity is on **official business**. A registration fee of six hundred pesos (₱ 600.00) shall be collected from each participant from schools to cover expenses for food chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations. This Division Memorandum shall also serve as the travel authority of the participants.

5. Advance registration payment may be paid at the cashier's office starting February 22, 2023, until February 24, 2023.

6. The agenda/program of the meeting and seating arrangement of the participants are found in Enclosure No. 2 & 3, respectively.

7. Immediate and wide dissemination of this memorandum is earnestly desired.

ENGR. EDGARD C. DOMINGO, PhD, CESO V
 Schools Division Superintendent

AOAS/02-24-23

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Enclosure No. 2 to Division Memorandum No. 079, s. 2023

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR THE 1st QUARTER 2023**

Time	Activity/Topic	Person-In-Charge
7:30 am – 8:30 am	Registration	Administrative Support Staff
8:30 am – 8:45 am	Preliminary Activity / Mini-Opening Program	Program Management Team
8:45 am – 9:00 am	Minutes of the Previous Meeting	SGOD Chief Dr. Arceli S. Lopez
9:00 am – 9:10 am	Call to Order	SDS Engr. Edgard C. Domingo, PhD,
9:10 am – 10:00 am	MATATAG Agenda Presentation	ASDS Dr. Shirley B. Zipagan
10:00 am – 10:15 am	Health Break	
10:15 am – 12:00 nn	OSDS Updates / Issues & Concerns <ul style="list-style-type: none">• School Titling• Revised Signing Authorities• Result of Survey per DM No. 71, s. 2023	Legal Officer III Atty. Arnold Adello Obillos AOV JB B. Manalang
12:00 nn – 12:30 pm	Lunch Break	
12:30 pm – 2:00 pm	SGOD Updates / Issues & Concerns <ul style="list-style-type: none">• PASDAM• School Quarterly Submission on TA• Professional Development of Personnel• SLACS / INSETS of Schools• GAD Plans & Activiti• Research Conduct & Submission• Learners Welfare Program (LWC)	SGOD Chief Dr. Arceli S. Lopez
2:00 pm – 3:15 pm	CID Updates/ Issues and Concerns	CID Chief Dr. Celia R. Lacanlale
3:15-3:30 pm	Other Matters	PTL President Ariel Bajares
3:30 pm – 3:50 pm	Superintendent's Time	SDS Engr. Edgard C. Domingo, PhD
3:50 pm – 4:00 pm	Closing Prayer	Program Management Team





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Enclosure No. 1 to Division Memorandum No. 079 s. 2023

FUNCTIONS OF THE MANCOM SECRETARIAT

The Secretariat shall perform the following tasks:

Coordinating Team

- a. confirm the schedule of the ManCom Meeting in consultation with the ExeCom
- b. formulate the indicative agenda and preparation of the notice of the meeting with the agenda;
- c. assist the Presiding Officer during the ManCom Meeting; and
- d. perform related tasks/functions as may be assigned by the SDS/ASDSs

Program Management Team

- a. take charge of the overall flow of the program/activity
- b. act as the facilitator/host of the event/activity/program
- c. prepare the program for the activity
- d. perform related tasks/functions as may be assigned by the SDS/ASDSs

Documentation Team

- a. organize and edit the minutes;
- b. prepare the summary of agreements a day after the ManCom Meeting;
- c. document (record, jot down discussion of issues and concerns, agreements) the proceedings of the meeting and prepare the transcription of the recorded discussions;
- d. provide the ManCom with specific recorded discussions/proceedings, if deemed necessary;
- e. prepare appropriate DepEd/Division issuances to translate the agreements into policies, programs, and projects, if deemed necessary;
- f. facilitate the dissemination of information online through the Division Website and Social Media Pages,
- g. perform related tasks/functions as may be assigned by SDS/ASDSs

Support Staff

- a. assist the coordinating and documentation teams;
- b. note the confirmation of the members' attendance or their representatives to ManCom Meetings;
- c. take charge of the registration/ attendance of the attendees
- d. distribute the ManCom kits and other handouts (if any);
- e. ensure proper physical arrangements and other requirements at the venue;
- f. assist in the dissemination of the advance Notice of ManCom Meeting and the proposed agenda to all concerned;
- g. disburse cash advance/purchase supplies and materials needed in the ManCom Meeting; and
- h. prepare vouchers, TEV's, among others, and liquidate them; and
- i. perform related tasks/functions as may be assigned by the SDS/ASDSs





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Enclosure No. 3 to Division Memorandum No. 079, s. 2023

SEATING ARRANGEMENT OF THE PARTICIPANTS
Bren Z. Guiao Convention Center, PHS Boulevard, CSFP

