



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

May 17, 2023

DIVISION MEMORANDUM  
 No. 224 , s. 2023

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
 FOR THE 2<sup>nd</sup> 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 May 23, 2023, from 8:00 am to 4:00 pm (face-to-face) at the Grand Hall, Hacienda Gracia Resort and Hotel, Santa Maria - Santa Teresa 1st Rd, Lubao, 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, Technical Support Team, and Administrative Support Staff, whose members shall assume the enclosed functions (Enclosure 1) effective immediately. The ManCom Secretariat is composed of the following personnel:

<b>Team</b>	<b>Position</b>	<b>Office</b>
<b>Coordinating Team</b>		
1. Jayson M. Santos	Senior Education Program Specialist	SGOD - HRDS
2. Kristin Marie U. Santos	Education Program Specialist II	SGOD - HRDS
<b>Program Management Team</b>		
1. Robin D. Perez	Education Program Specialist II	SGOD - SMME
2. Nerisse Nicole B. Torres	PDO I	SGOD - YFP
<b>Technical Support Team</b>		
1. Nadine Muriel C. Alibutod	ADA IV	ICTSU
2. Kenneth Mangulabnan	ADA I	ICTSU
<b>Documentation Team</b>		
1. Angelia Fe Ligeralde	ADAS II	Personnel Unit
2. Mark Angelo Malay	ADAS II	Records Unit
<b>Administrative Support Staff</b>		
1. Jaytee C. Gutierrez	Administrative Assistant II	Admin. Services
2. Ed Bryant T. See	Administrative Officer II	Admin. Services
3. Karen G. Yambao	Administrative Officer II	Personnel Unit
4. Wilfred Thomas D. Lee	Administrative Officer II	Personnel Unit







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

5. Christelle Kate T. Mallari	Administrative Officer II	Personnel Unit
6. Ma. Rosario Q. Mangalino	Administrative Officer II	Personnel Unit
7. Fatima Joy L. Maniego	Administrative Aide II	Personnel Unit
8. Vanessa Clarisse Garcia	Administrative Officer II	Personnel Unit
9. Persan Calilung	Administrative Assistant III	Personnel Unit
10. Andrea C. Valiao	Administrative Aide I	Cash Unit
11. Dulce Herrera	Administrative Aide II	Cash Unit
12. Jona Africa Alfonso	Administrative Aide I	OASDS
13. Marichris Sarmiento	Administrative Aide I	Budget Office
14. Jan Michael V. Gozo	Administrative Aide I	Supply Unit
15. Anthony Ryan M. Mancera	Administrative Aide I	Supply Unit

3. Expected participants are as follows:

SDO	School
(1) SDS, (2) ASDSs, (2) Division Chiefs, (11) EPSVR & (33) PSDS, (10) OSDS Unit Heads	Schools Heads of Elementary & Secondary Public Schools

4. Attendance to this activity is on **official business**. A registration fee of eight hundred pesos (₱ 800.00) 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.

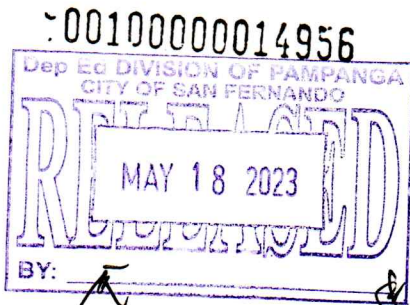
5. School Heads are encouraged to make their advance registration payment at the Cashier's Office starting May 18, 2023, until May 22, 2023.

6. The agenda/program of the meeting is found in Enclosure No. 2.

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

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

AOAS/05-53-23





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

---

**Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, 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

**Technical Support Team**

- a. secure the copies of the presentation before the meeting proper
- b. facilitate and ensure the technical cadence of the meeting
- c. coordinate the set-up of projector/microphone / sound system/extension cords/ podium etc. event's place technical staff
- d. 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







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

**Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_, s. 2023**

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR THE 2<sup>ND</sup> QUARTER 2023**

<b>Time</b>	<b>Activity/Topic</b>	<b>Person-In-Charge</b>
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 Arceli S. Lopez, PhD
9:00 am – 9:10 am	Call to Order	SDS Romeo M. Alip, PhD
9:10 am – 10:00 am	Salient Features of DepEd Merit Selection Plan (MSP)	ASDS Melissa S. Sanchez, PhD ASDS Shirley B. Zipagan, PhD
10:00 am – 10:15 am	Health Break	
10:15 am – 10:45 am	Salient Points of Guidelines on Recruitment, Selection, and Appointment (RSA) Presentation	ASDS Melissa S. Sanchez, PhD ASDS Shirley B. Zipagan, PhD
10:45 am – 12:00 nn	OSDS Updates / Issues & Concerns/ Accomplishments, Ways Forward	LO III, Atty. Arnold Adelo Obillos AOV JB B. Manalang HRMO II, Dexter E. Pangilinan ITO I, John Paul B. Pallasigui BO III, Remedios M. Bacani Accountant III, Erwin M. Cruz
12:00 nn – 12:30 pm	Lunch Break	
12:30 pm – 1:30 pm	OSDS Updates / Issues & Concerns/ Accomplishments, Ways Forward	SGOD Chief Dr. Arceli S. Lopez
1:30 pm – 2:30 pm	OSDS Updates / Issues & Concerns/ Accomplishments, Ways Forward	CID Chief Celia R. Lacanlale, PhD
2:30 pm – 3:30 pm	Superintendent's Time	SDS Romeo M. Alip, PhD
3:30 – 3:45 pm	Other Matters	Red Cross Representatives
3:45 pm – 4:00 pm	Closing Prayer	Program Management Team

