



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

August 22, 2023

DIVISION MEMORANDUM
No. 424 , s. 2023

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR THE 3rd 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 August 24, 2023, from 8:00 am to 12:00 noon for the 1st Batch (East and South Sector) and 1:00 pm – 5:00 pm for the 2nd Batch (North and West) at the Otel Pampanga, Lazatin Blvd, 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, 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:

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	Planning Officer III	SGOD
2. Nerisse Nicole B. Torres	Education Program Specialist II	SGOD - SMME
Technical Support Team		
1. Nadine Muriel C. Alibutod	ADAS III	ICTSU
2. Kenneth Mangulabnan	ADA I	ICTSU
Documentation Team		
1. Angelia Fe Ligeralde	ADAS II	Personnel Unit
2. Jason Austin Ithiong	ADA I	Records Unit
Administrative Support Staff		
1. Jaytee C. Gutierrez	Administrative Assistant II	Admin. Services
2. Ed Bryant T. See	Administrative Officer II	Admin. Services
3. Henry Bacani	Administrative Aide I	Budget Office
4. Wilfred Thomas D. Lee	Administrative Officer II	Personnel Unit

Page 1 of 5





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. Dwight Michael Angelo Reyes	Administrative Aide I	Admin. Services
9. Vanessa Clarisse Garcia	Administrative Officer II	Personnel Unit
10. Persan Calilung	Administrative Assistant III	Personnel Unit
11. Andrea C. Valiao	Administrative Aide I	Cash Unit
12. Dulce Herrera	Administrative Aide II	Cash Unit
13. Jona Africa Alfonso	Administrative Aide I	OASDS
14. Marichris Sarmiento	Administrative Aide I	Budget Office
15. Jan Michael V. Gozo	Administrative Aide I	Supply Unit
16. 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, (11) OSDS Unit Heads	Schools Heads of Elementary & Secondary Public Schools
<i>Note: PSDSs shall follow the schedule of their district.</i>	

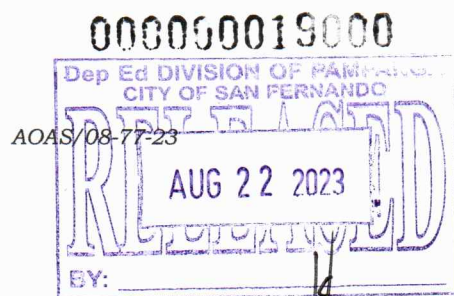
4. Attendance to this activity is on **official business**. A registration fee of six hundred pesos (₱ 600.00) shall be collected from each participant from schools to cover expenses for food chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations. **This Division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

5. School Heads are encouraged to make their advance registration payment at the Cashier's Office starting August 22, 2023, until August 23, 2023.

6. The agenda/program of the meeting and list of participants/support staff per batch are found in Enclosure No. 2 & 3.

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


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





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 3rd QUARTER 2023
August 24, 2022 / Otel Pampanga, Lazatin Blvd, San Fernando, Pampanga

PROGRAM OF ACTIVITIES

BATCH 1 (EAST AND SOUTH SECTOR)

Time	Activity/Topic	Person-In-Charge
7:00 am – 8:00 am	Registration	Administrative Support Staff
8:00 am – 8:30 am	Preliminary Activity / Mini-Opening Program	Program Management Team
8:30 am – 9:00 am	Minutes of the Previous Meeting	SGOD Chief Arceli S. Lopez, PhD
9:00 am – 9:30 am	Call to Order	SDS Romeo M. Alip, PhD
9:30 am – 11:20 am	Discussion of Agendas	ASDS Melissa S. Sanchez, PhD ASDS Shirley B. Zipagan, PhD Functional Unit Heads SGOD & CID Chiefs
11:20 am – 11:50 am	Open Forum	
11:50 am – 12:00 pm	Closing Prayer	Program Management Team
12:00 nn – 1:00 pm		Lunch

BATCH 1 (NORTH AND WEST SECTOR)

11:00 am – 12:00 nn	Lunch	
12:00 pm – 1:00 pm	Registration	Administrative Support Staff
1:00 pm – 1:30 pm	Preliminary Activity / Mini-Opening Program	Program Management Team
1:30 pm – 2:00 pm	Minutes of the Previous Meeting	SGOD Chief Arceli S. Lopez, PhD
2:00 pm – 2:30 pm	Call to Order	SDS Romeo M. Alip, PhD
2:30 pm – 4:20 pm	Discussion of Agendas	ASDS Melissa S. Sanchez, PhD ASDS Shirley B. Zipagan, PhD Functional Unit Heads SGOD & CID Chiefs
4:20 pm – 4:50 pm	Open Forum	
4:50 pm – 5:00 pm	Closing Prayer	Program Management Team





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

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

DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR THE 3rd QUARTER 2023
August 24, 2022 / Otel Pampanga, Lazatin Blvd, San Fernando, Pampanga

PARTICIPANTS AND SUPPORT STAFF PER BATCH

BATCH 1 (MORNING SESSION)	
SECTOR /CLUSTER	ADMIN. SUPPORT STAFF
East – 102 participants Cluster 4 – 16 participants Cluster 5 – 19 participants PSDS - 8	Jaytee C. Gutierrez Jona Africa Alfonso Ed Bryant T. See Vanessa Clarisse Garcia
South Sector - 100 participants Cluster 6 – 19 participants Cluster 7 – 12 participants PSDS - 8	Fatima Joy L. Maniego Dwight Michael Angelo Reyes Persan Calilung Jan Michael Gozo Dulce Herrera

BATCH 2 (AFTERNOON SESSION)	
SECTOR /CLUSTER	ADMIN. SUPPORT STAFF
North – 118 participants Cluster 1 – 14 participants PSDS - 8	Wilfred Thomas D. Lee Christelle Kate T. Mallari Ma. Rosario Q. Mangalino
West Sector - 118 participants Cluster 2 – 19 participants Cluster 3 – 23 participants PSDS - 9	Marichris Sarmiento Anthony Ryan M. Mancera Henry Bacani Andrea C. Valiao

