



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

July 8, 2024

DIVISION MEMORANDUM
No. 414 , s. 2024

DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

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 July 17 and 18, 2024, from 8:00 am to 5:00 pm for the 1st Batch (East and North Sector) and 2nd Batch (West and South Sector), consecutively, 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 Itliong	ADA I	Records Unit
Administrative Support Staff		
1. Jaytee C. Gutierrez	Administrative Assistant II	Admin. Office
2. Ed Bryant T. See	Administrative Officer II	Admin. Office
3. Patrick S. Bacani	Administrative Aide I	Admin. Office
4. Geo Manalang	Administrative Assistant II	Personnel Unit

Page 1 of 6



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

5. Janina Mae Rivera	Administrative Assistant II	Personnel Unit
6. Dwight Michael Angelo Reyes	Administrative Aide I	Admin. Services
7. Eisel Marisse Cuerda	Administrative Aide I	Admin. Office
8. Jona Africa Alfonso	Administrative Aide I	OASDS
9. Jan Michael V. Gozo	Administrative Aide I	Supply Unit
10. 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 district schedule.</i>	


4. Attendance to this activity is on **official business**. A registration fee of one thousand pesos (P 1000.00) 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 July 9, 2024, until July 12, 2024. The official receipt of payment shall be presented upon registration.

6. All school heads/participants are requested to confirm their attendance through this link: <https://forms.office.com/r/FKj7DGUGSe> no later than July 15, 2024.

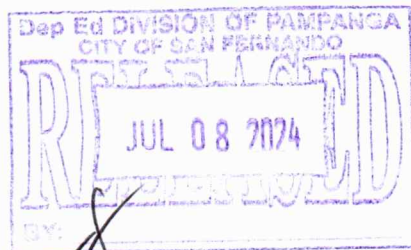
7. The agenda/program of the meeting and list of participants/support staff per batch are found in Enclosures No. 2, 3, & 4.

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


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

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AOAS/07-42-24





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SCHOOLS DIVISION OF PAMPANGA

Enclosure No. 1 to Division Memorandum No. _____, s. 2024

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





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SCHOOLS DIVISION OF PAMPANGA

Enclosure No. 2 to Division Memorandum No. _____, s. 2024

DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
July 17, 2024 / Otel Pampanga, Lazatin Blvd, San Fernando, Pampanga

PROGRAM OF ACTIVITIES

July 17, 2024 - BATCH 1 (EAST AND NORTH 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 / Opening Program	Program Management Team
8:30 am – 9:00 am	Reading of the 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 – 10:00 am	Discussion of Agendas	ASDSs, Functional Unit Heads, SGOD & CID Chiefs
10:00 am to 10:30 am	Health Break	
10:30 am to 12:00 nn	Continuation of the discussion of agendas	
12:00 nn to 1:00 pm	Lunch Break	
1:00 pm to 3:00 pm	Continuation of the discussion of agendas	
3:00 pm – 4:30 pm	Open Forum	
4:30 pm – 5:00 pm	Closing Program	





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SCHOOLS DIVISION OF PAMPANGA

Enclosure No. 3 to Division Memorandum No. _____, s. 2024

DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
July 17, 2024 / Otel Pampanga, Lazatin Blvd, San Fernando, Pampanga

PROGRAM OF ACTIVITIES

JULY 18, 2024 - BATCH 2 (WEST 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 / Opening Program	Program Management Team
8:30 am – 9:00 am	Reading of the 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 – 10:00 am	Discussion of Agendas	ASDSs, Functional Unit Heads, SGOD & CID Chiefs
10:00 am to 10:30 am	Health Break	
10:30 am to 12:00 nn	Continuation of the discussion of agendas	
12:00 nn to 1:00 pm	Lunch Break	
1:00 pm to 3:00 pm	Continuation of the discussion of agendas	
3:00 pm – 4:30 pm	Open Forum	
4:30 pm – 5:00 pm	Closing Program	





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Enclosure No. 4 to Division Memorandum No. _____, s. 2024

DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
July 17-18, 2024 / Otel Pampanga, Lazatin Blvd, San Fernando, Pampanga

PARTICIPANTS AND SUPPORT STAFF PER BATCH

BATCH 1 (JULY 17, 2024) EAST AND NORTH SECTOR	
SECTOR / CLUSTER	ADMIN. SUPPORT STAFF
East Sector (Elementary Schools) Cluster 4 Cluster 5 PSDS – 8	Jaytee C. Gutierrez Ed Bryant T. See Patrick S. Bacani Dwight Michael Angelo Reyes Geo Manalang
North Sector (Elementary Schools) Cluster 1 PSDS - 8	Janina Mae Rivera Eisel Marisse Cuerda Jona Africa Alfonso Jan Michael V. Gozo Anthony Ryan M. Mancera

BATCH 2 (JULY 18, 2024) WEST AND SOUTH SECTOR	
SECTOR / CLUSTER	ADMIN. SUPPORT STAFF
West Sector (Elementary Schools) Cluster 2 Cluster 3 PSDS - 9	Jaytee C. Gutierrez Ed Bryant T. See Patrick S. Bacani Dwight Michael Angelo Reyes Geo Manalang
South Sector (Elementary Schools) Cluster Cluster 7 PSDS - 8	Janina Mae Rivera Eisel Marisse Cuerda Jona Africa Alfonso Jan Michael V. Gozo Anthony Ryan M. Mancera

