



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

February 13, 2023

DIVISION MEMORANDUM
NO. 084, s. 2023

2ND DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

To: **OIC, Assistant Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Administrative Officer V
Education Program Supervisors
Section Heads
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to the provisions articulated in Republic Act 9155 otherwise known as the *Governance of Basic Education Act of 2001* and to ensure the timely dissemination of the latest information on curriculum implementation, school governance and operations, this Office announces the conduct of the **2nd Division Management Committee (ManCom) Meeting on February 17, 2023, from 8:00 AM – 5:00 PM at Molugan National High School, El Salvador City.**
2. The activity aims to provide updates to the division office personnel, heads of the schools and community learning centers with the latest development on the department's programs, projects and activities (PPAs).
3. The expected participants which include the School Heads, Unit/Section Heads, Executive Committee (ExeCom) Members, Education Program Supervisors and the Secretariat/Technical Working Group are required to attend the activity. Hence, sending of proxy is not allowed. **All approved leave of absence on the specified date are hereby revoked and recommended for earlier or later implementation.**
4. Allowable expenses to be incurred during the conduct of the activity shall be charged against the Division MOOE subject to the usual budgeting, accounting and auditing rules and regulations.
5. Moreover, this Office adheres to the Equal Opportunity Principle in observing all policies and protocols in the conduct of this activity. Thereby ensuring that there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity and political affiliation.





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6. For guidance and information.


VICTOR G. DE GRACIA, JR., PhD, CESO V
Assistant Regional Director and
concurrent Schools Division Superintendent



To be indicated in the Perpetual Index
Under the following subjects:

MEETINGS
MANAGEMENT COMMITTEE

OASDS/DLL





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Enclosure No. 1

2ND DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
February 17, 2023

SCHEDULE OF ACTIVITIES

<i>Time</i>	<i>Activity</i>	<i>Persons Involved</i>
7:30 – 8:00	Arrival and Registration	Expected Participants
8:00 – 8:30	Orientation / Direction Setting	Dr. Ninian A. Alcasid , <i>CID Chief</i> Dionesio L. Liwagon, Jr. , <i>CESE, OIC-ASDS</i>
8:30 – 12:00	Part I – Coaching Sessions A. Observation of Classes	<i>SDS, ASDS, Chiefs, EPS and School Heads</i>
12:00 – 1:00	Noon Break	
1:00 – 2:00	B. Sharing of Findings and Processing	<i>SDS, ASDS, Chiefs, EPS and School Heads</i>
2:30 – 4:00	Part II – Presentation of Accomplishment and Targets	<i>Functional Division Chiefs, Unit/ Section Heads</i>
4:00 – 5:00	ARD's / SDS' Time	Dr. Victor G. De Gracia, Jr. , <i>CESO V</i> ARD / concurrent SDS



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