



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

**Office of the
Schools Division Superintendent**

17 October 2023

DIVISION MEMORANDUM
No. 456, s. 2023

**DIVISION MANAGEMENT COMMITTEE
(MANCOM) MEETING FOR 4th QUARTER**

To: **Asst. Schools Division Superintendent**
Section/Unit Heads
EXECOM Members
All Public Elementary School Heads
All Public Secondary School Heads
All Others Concerned
This Division

1. To efficiently discharge the Department's mandate in providing quality, accessible, equitable and relevant basic education and ensure an efficient and systematic conduct of Programs, Activities and Projects (PAPs), the Office announces the conduct of the Division Management Committee (MANCOM) Meeting for 4th Quarter on **October 23** (8:00 a.m.-6:00 p.m.). Venue of the MANCOM will be announced on a separate memorandum.
2. The activity aims to cover the following sessions:
 - a. guidelines of the 2023 Division Search for Outstanding Teaching and Non-Teaching Personnel,
 - b. updates for upcoming regional activities,
 - c. presentation of the revised OPCRf for School Leaders,
 - d. updates and accomplishments of each section/unit.




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3. Further, the following are the expected participants of the aforementioned activity:
 - a. School Heads
 - b. Section/Unit Heads
 - c. Executive Committee (EXECOM) members
 - d. Education Program Supervisors
 - e. Secretariat/Technical Working Group/Medical Responder
4. This memorandum also serves as the **Official Authority to Travel** of all the identified participants.
5. This activity shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For dissemination, guidance and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

SGOD/KRAS/hrd MANCOM
4th QUARTER
CY 2023



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Attachment 1: Technical Working Committee

Steer Committee	Randolph B. Tortola, PhD, CESO V (SDS) Conniebel C. Nistal, PhD (ASDS) Rolly B. Labis, EdD (Chief, SGOD) Ninian A. Alcasid, PhD (Chief, CID) Jeffrey M. Martinez, JD (AO-V)
Requests and Document Preparations (Activity Designs, PR-RIS, etc)	Karen Rose A. Serrania, SEPS Marilou Y. Descallar, EPS-2
Program	Analyn G. Fabria, PhD (EPS-SGOD) Maricris P. Quismundo, SEPS Kevin B. Asequia, PO-III
Registration and Attendance	Cheriemy D. General, EPS-2 Jurica Ethel L. Estrada, PDO-II
Physical Arrangement & Set-up	Johnell Vacalares, EPSA Esmael V. Malaco, Jr.
Technical Preparations and Tarpaulin	Sherrie R. Dungog, ITO Glenn John Isiderio,
After Care	Admin Section Job Orders
QAME	Maricris P. Quismundo, SEPS



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