



Republic of the Philippines  
**Department of Education**

Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



**ADVISORY no. 157 s. 2022**  
**To DM no. 374 s. 2022 re: 4<sup>th</sup> Regular Division Management Committee (MANCOM) Meeting**

**To: Asst. Schools Division Superintendent  
Chief Education Supervisor (CID and SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Division Executive Committee (DExeCom)  
Senior Program Specialists  
Engineer III, Medical Officer III, Planning Officer  
All Others Concerned**

1. The venue for the 4<sup>th</sup> Regular Division Management (MANCOM) Meeting scheduled on **August 8, 2022** is at **Rakdell Inn** and for **August 9, 2022** will be at the **Catanduanes State University Auditorium**.
2. The attire of the participants is **Simple Filipiniana/Barong**.
3. Attached are the Program of Activities and Working Committees.
4. All other provisions in Division Memorandum no. 374 s. 2022 shall be enforced.
5. For information, compliance, and dissemination.

**SUSAN S. COLLANO**  
Schools Division Superintendent





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Enclosure No. 1 to DM no. 374 s. 2022

**4<sup>th</sup> Division management Committee (MANCOM) Meeting (Secondary Schools)**  
**August 8, 2022 (8:00 am – 5:00 pm)**  
**Venue: Rakdell Inn**  
**Attire: Simple Filipiniana/Barong**

<b>TIME</b>	<b>TOPIC/ACTIVITY</b>	<b>IN-CHARGE</b>
7:30 – 8:00 am	Registration	Ms. Marichelle Llave / Ms. Liza Bernardo
8:00 – 8:30 am	Opening Program / Preliminaries <ul style="list-style-type: none"><li>• Pambansang Awit</li><li>• Prayer</li><li>• Bicol Regional March</li><li>• Catandungan Hymn</li></ul>	Ms. Sarah Chiong Mr. Frankie Turalde AVP AVP
8:30 – 9:00 am	MANCOM Meeting Proper <ul style="list-style-type: none"><li>• Roll Call</li><li>• Determination of Quorum</li><li>• Call to Order</li><li>• Review and Approval of the Minutes of the Previous MANCOM Meeting</li><li>• Business Arising from the Previous Meeting</li></ul>	Ms. Eva Tolentino ASDS Ma. Luisa T. Dela Rosa
9:00 – 9:30 am	Superintendent's Time	SDS Susan S. Collano
10:30 – 11:00 am	Presentation of CI Project of Antipolo NHS	Ms. Josalie Tonio
11:00 – 12:00 nn	CID Concerns and Updates	Mr. Romel Petajen
12:00 – 1:00 pm	Lunch Break	
1:00 – 1:35 pm	OSDS Concerns and Updates <ul style="list-style-type: none"><li>• ASDS (5 mins)</li><li>• Personnel Section (5 mins)</li><li>• Budget Section (5 mins)</li><li>• Accounting Section (5 mins)</li><li>• ICT (5 mins)</li><li>• Legal (5 mins)</li><li>• Supply (5 mins)</li></ul>	ASDS Ma. Luisa T. Dela Rosa Ms. Marichelle Llave Ms. Ma. Cielo Tubale Mr. Angelo James Aguinalde Ms. Jennifer Metica Atty. Norlito Agunaday Jr. Ms. Cristina Barrameda
1:35 – 2:00 pm	SGOD Concerns and Updates <ul style="list-style-type: none"><li>• Brigada Eskwela (5 mins)</li><li>• Physical Facilities (5 mins)</li><li>• Planning (5 mins)</li></ul>	Ms. Mary Jean Romero Engr. Rodger Matienzo Mr. Rey Bonayon





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	<ul style="list-style-type: none"><li>• Health and Nutrition Unit (5 mins)</li><li>• Sports Updates (5 mins)</li></ul>	Dr. Kristine Santelices Ms. Aroline Borja
2:00 – 3:00 pm	Presentation of sample School Calendar	School Heads
3:00 – 4:00 pm	WORKSHOP	SDS Susan S. Collano
4:00 – 4:30 pm	Presentation of Outputs	School Heads
4:30 – 4:45 pm	Open Forum	
4:45 – 5:00 pm	Next Step and Closing	SDS Susan S. Collano

Emcee: Ms. Mary Rose Sta. Rosa  
Mr. Mark Lester Urbano





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Enclosure No. 2 to DM no. 374 s. 2022

**4<sup>th</sup> Division management Committee (MANCOM) Meeting (Elementary Level)**  
**August 9, 2022 (8:00 am – 5:00 pm)**  
**Venue: CatsU Auditorium**  
**Attire: Simple Filipiniana/Barong**

<b>TIME</b>	<b>TOPIC/ACTIVITY</b>	<b>IN-CHARGE</b>
7:30 – 8:00 am	Registration	Ms. Marichelle Llave/Ms. Liza Bernardo
8:00 – 8:30 am	Opening Program/Preliminaries <ul style="list-style-type: none"><li>• Pambansang Awit</li><li>• Prayer</li><li>• Bicol Regional March</li><li>• Catandungan Hymn</li></ul>	Ms. Sarah Chiong Mr. Frankie Turalde AVP AVP
8:30 – 9:15 am	MANCOM Meeting Proper <ul style="list-style-type: none"><li>• Roll Call</li><li>• Determination of Quorum</li><li>• Call to Order</li><li>• Review and Approval of the Minutes of the Previous MANCOM Meeting</li><li>• Business Arising from the Previous Meeting</li></ul>	Ms. Eva Tolentino ASDS Ma. Luisa T. Dela Rosa
9:15 – 11:00 am	Superintendent's Time	SDS Susan S. Collano
11:00 – 12:00 nn	CID Concerns and Updates	Mr. Romel Petajen
12:00 – 1:00 pm	Lunch Break	
1:00 – 1:35 pm	OSDS Concerns and Updates <ul style="list-style-type: none"><li>• ASDS (5 mins)</li><li>• Personnel Section (5 mins)</li><li>• Budget Section (5 mins)</li><li>• Accounting Section (5 mins)</li><li>• ICT (5 mins)</li><li>• Legal (5 mins)</li><li>• Supply (5 mins)</li></ul>	ASDS Ma. Luisa T. Dela Rosa Ms. Marichelle Llave Ms. Ma. Cielo Tubale Mr. Angelo James Aguinalde Ms. Jennifer Metica Atty. Norlito Agunaday Jr. Ms. Cristina Barrameda
1:35 – 2:00 pm	SGOD Concerns and Updates <ul style="list-style-type: none"><li>• Brigada Eskwela (5 mins)</li><li>• Physical Facilities (5 mins)</li><li>• Planning (5 mins)</li><li>• Health and Nutrition Unit (5 mins)</li><li>• Sports Updates (5 mins)</li></ul>	Ms. Mary Jean Romero Engr. Rodger Matienzo Mr. Rey Bonayon Dr. Kristine Santelices  Ms. Aroline Borja







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2:00 – 3:00 pm	Presentation of sample School Calendar	School Heads
3:00 – 4:00 pm	WORKSHOP	SDS Susan S. Collano
4:00 – 4:30 pm	Presentation of Outputs	School Heads
4:30 – 4:45 pm	Open Forum	
4:45 – 5:00 pm	Next Step and Closing	SDS Susan S. Collano

Emcee: Ms. Analyn Carpio  
Mr. Mark Lester Urbano





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Enclosure No. 3 to DM no. 374 s. 2022

**WORKING COMMITTEES**

- Program - OSDS
- Registration - Ms. Liza Bernardo  
Ms. Marichelle Llave
- Health Protocol - Dr. Kristine Santelices  
Ms. Emeline Francia Abrasaldo
- Food - BAC
- Hall Preparation/Sound/  
Labels/Accommodation/  
Tarpaulin - Ms. Eva Tolentino  
Ms. Cristina Barrameda  
Mr. Romel Petajen
- Secretariat/Documenter - Ms. Cherie Perez  
Ms. Ma. Carissa Guerrero
- IT - Mr. Jake Tablo  
Mr. Norvin Bonifacio
- Support Staff - Ms. Alexa May Abundo  
Mr. Jerald Sualibio

Host: Office of the Schools Division Superintendent

