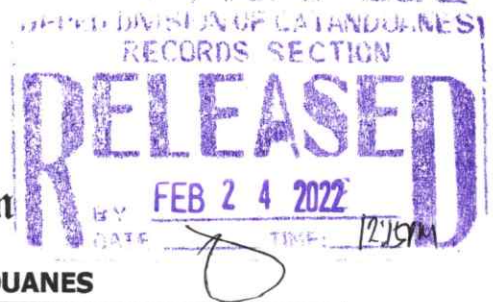




Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



February 23, 2022

**DIVISION MEMORANDUM**

No. 94 s. 2022

**SECOND REGULAR DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Principals/Administrators of Private Schools  
Division Executive Committee  
All others concerned

1. The Second Regular Division Management Committee (MANCOM) Meeting shall be held on March 1, 2022 from 8:00 AM-5:00 PM at the Catanduanes State University (CatSU) Auditorium to be hosted by the Curriculum Implementation Division (CID).
2. The following are the agenda:
  - a. Opening of Limited Face to Face Classes
  - b. OSDS Concerns/Updates
  - c. Curriculum Management Learning Resources and Blended Learning Plan and CID Updates
  - d. Preparation and Implementation on Expanded Phase of Face-to-Face classes and SGOD Updates
  - e. Orientation on PRIME-HRM
  - f. Other Matters
3. In compliance to IATF guidelines under Alert Level 2, all school heads, Public Schools District Supervisors and those listed shall have physical attendance to this meeting and the rest of the Education Program Supervisors, Senior Education Program Specialists and Principals/Administrators of Private Schools shall attend virtually. The link shall be provided by the ICTU.
4. A registration fee of five hundred fifty pesos (Php 550.00) shall be charged each participant to cover 2 snacks and lunch, venue rental, etc. charged to School/Division MOOE subject to the usual accounting rules and regulation.
5. Enclosed are the Program of Activities, List of Attendees and Working Committees.
6. For information, guidance and compliance.

**SUSAN S. COLLANO**  
Schools Division Superintendent





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Enclosure No. 1

**2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE MEETING**

March 1, 2022 8:00-5:00 PM

Venue: CATSU Auditorium

<b>TIME</b>	<b>TOPIC/ACTIVITY</b>	<b>INCHARGE</b>
7:30 AM – 8:00 AM	Registration	
8:00 AM – 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>	CID
8:30 AM – 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>• Statement of Purpose</li></ul>	Ms. Eva Tolentino AO-V  Ms. Ma. Luisa T. Dela Rosa ASDS
9:00 AM – 10:00 AM	Message of the Regional Director	RD Gilbert T. Sadsad
	Schools Division Superintendent's time	Dr. Susan S. Collano SDS
10:00 AM – 12:00 NN	OSDS Updates <ul style="list-style-type: none"><li>• ASDS Office</li><li>• Personnel Section</li><li>• Budget Section</li><li>• Accounting Section</li><li>• Legal Unit</li><li>• ICT Unit</li><li>• Supply Office</li></ul>	Ms. Ma. Luisa Dela Rosa Ms. Marichelle Llave Ms. Ma. Cielo Tubale Mr. Angelo James Aguinalde Atty. Norlito Agunday Ms. Jennifer Metica Ms. Cristina Barrameda
1:00 PM – 1:45 PM	CID Concerns and Updates <ul style="list-style-type: none"><li>- Curriculum Management</li><li>- Learning Resources and Blended Learning Plans</li></ul>	Mr. Romel Petajen CID Chief
1:45 PM – 2:30 PM	SGOD Concerns and Updates <ul style="list-style-type: none"><li>- Preparation and Implementation on the Expanded Phase of Face-to-Face Classes</li></ul>	Ms. Mary Jean Romero SGOD Chief
2:30 PM – 3:00 PM	Physical Facilities Updates	Engr. Rodger Matienzo
3:00 PM – 4:20 PM	Orientation on PRIME-HRM (20 Minutes per presenter) <ul style="list-style-type: none"><li>- Recruitment, Selection and Placement</li><li>- Learning and Development</li><li>- Performance Management System</li><li>- Rewards and Recognition</li></ul>	Ms. Roma Soleybar  Mr. Anjo Tugay  Ms. Marisol Lim  Dr. Gina Templonuevo
4:30 PM – 4:50 PM	Open Forum	
4:50 PM – 5:00 PM	Next Step and Closing	Dr. Susan S. Collano



San Roque, Virac, Catanduanes

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Enclosure No. 2

**LIST OF ATTENDEES (F2F) TO THE DIVISION MANCOM MEETING**

March 1, 2022 (CatSU Auditorium)

(Attire: Corporate Attire)

- I. Elementary School Heads = 234
- II. Secondary School Heads = 42 (with 8 Integrated Schools)
- III. All Public Schools District Supervisors = 17
- IV. Schools Division Office
  1. Dr. Susan S. Collano – SDS
  2. Ms. Ma. Luisa T. Dela Rosa – ASDS
  3. Mr. Romel Petajen – CID Chief
  4. Ms. Mary Jean Romero – SGOD Chief
  5. Ms. Eva Tolentino – Admin Officer V (Gen. Services)
  6. Ms. Ma. Cielo Tubale – Admin Officer V – (Budget)
  7. Mr. Angelo James Aguinalde – Accountant III
  8. Ms. Marichelle B. Llave – Admin Officer IV (Personnel)
  9. Ms. Liza Bernardo – Admin Officer IV (Cash)
  10. Ms. Cristina Barrameda – Admin Officer IV (Supply)
  11. Ms. Jennifer Metica – Information Technology Officer
  12. Atty. Norlito Agunday – Legal Officer III
  13. Engr. Rodger Matienzo – Physical Facilities
  14. Dr. Gina Templonuevo – EPS
  15. Mr. Frankie Turalde – EPS
  16. Ms. Cynthia Soneja – EPS
  17. Dr. Gina Custodio – EPS
  18. Dr. Gina Pantino – EPS
  19. Ms. Aroline Borja – EPS (SGOD)
  20. Ms. Roma Soleybar – Admin Officer II
  21. Mr. Anjo Tugay – SEPS
  22. Ms. Sarah Chiong – SEPS
  23. Ms. Elizabeth Urbano – EPS II
  24. Ms. Maria Audrea Vivo – PDO II
  25. Dr. Kristine Santelices – Medical Officer III
  26. Ms. Emeline Francia Abrasaldo – Nurse II
  27. Ms. Ma. Theresa Abundo – Nurse II
- V. Members of the Working Committee



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Enclosure No. 3

**WORKING COMMITTEES**

- Program - CID c/o Mr. Romel Petajen
- Registration - Ms. Liza Bernardo, Ms. Alexa May Abundo
- Health Protocol - Dr. Kristine Santelices  
Ms. Emeline Francia Abrasaldo  
Ms. Ma. Theresa Abundo
- Food - Ms. Aroline Borja, Ms. Cristy De Leon
- Hall Preparation/Sound/  
Labels/Accommodation/  
Tarpaulin - Ms. Eva Tolentino, Ms. Cristina Barrameda and  
Ms. Jennifer Metica
- Secretariat/Documenter - Atty. Norlito Agunday, Mr. Anjo Tugay
- IT - Ms. Jennifer Metica, Mr. John Bryan Laguda
- Security/Parking of Vehicles - Mr. Neil Tejada

Host: Curriculum Implementation Division

