



Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

July 22, 2024

DIVISION MEMORANDUM
 No. 47s. 2024

**3rd REGULAR DIVISION MANAGEMENT COMMITTEE MEETING
 and STATE OF THE DIVISION ADDRESS**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 OSDS Unit Heads and SGOD Section Heads
 Public Schools District Supervisors/ In-Charge of the Districts
 Public Elementary and Secondary School Heads
 All Others Concerned

1. The 3rd Regular Division Management Committee (ManCom) Meeting and State of the Division Address (SODA) shall be held on July 27, 2024, from 8:00 o'clock in the morning onwards at a venue to be announced later.
2. The agenda are the following:
 - a. Updates from the Special Regional Management Committee Meeting
 - b. Updates from the CID, SGOD and OSDS
 - c. Issues and Concerns of the School Heads
 - d. Status of the Division

3. Other details of the activity are:

Participants <i>(Members of the Division Management Committee as stated in DepEd Memo No. 14, s. 2022)</i>	Schools Division Superintendent Assistant Schools Division Superintendent Chief Education Supervisors Education Program Supervisors Public Schools District Supervisors/In-Charge of Districts Legal Officer Information Technology Officer OSDS Unit Heads (AOV for Admin and Budget, Accountant III, AO IV – Cash, Property, Records and HRMO) SGOD Section Heads (SEPS - Planning and Research, Soc Mob and Networking, SMME, HRD) Medical Officer Engineer III Planning Officer Public Elementary and Secondary School Heads
Duties of the Participants	1. Come on time and be fully present. 2. Be ready with issues and concerns that may be submitted as part of the agenda. 3. Take note of the matters discussed in the meeting and cascade relevant items to the SDO/school personnel.
Hosts	SDO Proper School Heads' Organizations (PESPA, CASSH)
Duties of Host	Facilitate meeting preliminaries, energizers and closing.
Working Committee and Duties	1. Take charge of procurement concerns- delivery of goods and services procured (<i>Chief Mary Jean S. Romero</i>) 2. Record Participants' Attendance (<i>Ms. Alexa May B. Abundo</i>) 3. Prepare certificate of appearance and appreciation, as necessary (<i>Mr. Jake M. Tablo</i>) 4. Take charge of Registration concerns (<i>Ms. Liza R. Bernardo</i>) 5. Attend to medical concerns of participants (<i>Dr. Kristine G. Santelices, Ms. Jennifer Casallo & Mr. Anthony Aguirre</i>) 6. Photo documentation (<i>Ms. Jennifer B. Metica</i>) 7. Recording of the Minutes (<i>Ms. Carol P. Gil</i>) 8. Synthesizer (<i>Mr. Floren Clavo</i>)



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Attire	Denim and White with Pearls
Indicative Program	(Please see enclosure to this memorandum)

4. Transportation and other incidental expenses of the participants shall be charged against local funds/MOOE subject to relevant accounting and auditing rules & regulations. To facilitate food preparation, a registration fee of seven hundred pesos shall be charged each participant for two snacks and one lunch. The amount will be paid onsite to Ms. Liza R. Bernardo.
5. Widest and immediate dissemination of this memorandum is desired.


SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent

ASDS/ccf/3rd DivManComMeeting
July 23, 2024



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Enclosure No. 1 to Division Memorandum No. 347 s. 2024

INDICATIVE PROGRAM

Time	Activity	Responsible Person/s
MORNING		
7:30 to 8:30	<ul style="list-style-type: none"> • Registration • Attendance 	<ul style="list-style-type: none"> • Ms. Liza R. Bernardo • Ms. Alexa May B. Abundo
Part I: Meeting Preliminaries		
8:30 to 9:00	Opening Program <ul style="list-style-type: none"> • Philippine National Anthem • Opening Prayer • DepEd Catanduanes Hymn • DepEd Quality Policy Statement 	<ul style="list-style-type: none"> • DepEd SDO Catanduanes Chorale • AVP c/o ICTU ITO Jennifer B. Metica
	<ul style="list-style-type: none"> • Welcome Message • Roll Call 	<ul style="list-style-type: none"> • ASDS Cecile C. Ferro • AOV – Admin Eva S. Tolentino
Part II: Meeting Proper		
9:00 to 9:30	<ul style="list-style-type: none"> • Determination of Quorum • Call to Order • Review and Approval of the Minutes of the Previous Meeting • Business Arising from the Previous Minutes • Updates on the Summary of Agreements • Approval of Proposed Agenda 	<ul style="list-style-type: none"> • ASDS
9:30 to 11:00 <i>Snacks (To be served by table)</i>	<ul style="list-style-type: none"> • Presentation of Business Matters and Other Matters • Superintendent's Time • Updates from the Special Regional Management Committee Meeting 	<ul style="list-style-type: none"> • SDS Socorro V. Dela Rosa
11:00 to 12:00	<ul style="list-style-type: none"> • Updates from the OSDS Functional Divisions (CID, SGOD, OSDS) 	<ul style="list-style-type: none"> • CES Romel G. Petajen • CES Mary Jean S. Romero • AOV – Eva S. Tolentino
12:00 to 1:00	<i>Lunch Break</i>	
AFTERNOON		
1:00 to 2:30	<ul style="list-style-type: none"> • Discussion/Resolution on the Schools' Issues and Concerns 	<ul style="list-style-type: none"> • SDS and ASDS
2:30 to 3:00	<ul style="list-style-type: none"> • Synthesis of Matters Discussed, Agreements and Ways Forward • Evaluation 	<ul style="list-style-type: none"> • Mr. Floren Clavo, SEPS for Planning and Research
3:00 to 4:50	State of the Division Address	<ul style="list-style-type: none"> • SDS Socorro V. Dela Rosa CESO V
4:50 to 4:55	<ul style="list-style-type: none"> • Closing Prayer 	<ul style="list-style-type: none"> • Atty. Norlito Jr. P. Agunday
4:55 to 5:00	<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • SDS



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