



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

22 OCT 2022

**DIVISION MEMORANDUM**

No. 493, s. 2022

**5<sup>th</sup> (VIRTUAL) DIVISION MANAGEMENT COMMITTEE MEETING**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Division Executive Committee (DexeCom)  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division Office of Catanduanes shall conduct the 5<sup>th</sup> Division Management Committee (ManCom) Meeting in virtual mode on October 25, 2022.
2. The activity aims to:
  - a. provide a forum for the dissemination of latest issuances of the department;
  - b. discuss the school's transition plan to full in-person classes;
  - c. share updates on the rollout of the PRIME-HRM.
3. The participants in this activity are the Schools Division Superintendent, Assistant Schools Division Superintendent, the rest of the members of the Division Executive Committee, Education Program Supervisors, Public Schools District Supervisors, SGOD unit heads, public elementary and secondary school heads, resource speaker, and resource staff from the IT unit.
4. The meeting shall be hosted by the School Governance and Operations Division (SGOD), in coordination with the ASDS Office.
5. School heads are requested to prepare their school's plan for the full in-person classes using the template hereto attached.
6. Office and section heads should submit their presentations to the SGOD for proper scheduling and to ensure smooth flow of the presentations.
7. The link to the virtual platform and the online registration shall be disseminated a day before the ManCom.
8. The school heads are highly encouraged to converge in the district office or in any school within the district where the internet signal is available and stable. As such, their travel and other incidental expenses shall be charged against the school MOOE.
9. 100% attendance of the expected participants is directed.
10. Widest and immediate dissemination of this Memorandum is desired.

  
**SUSAN S. COLTANO, CESO V**  
Schools Division Superintendent

Encls: as stated

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

SSC/DM-5<sup>th</sup> (VIRTUAL) DIVISION MANAGEMENT COMMITTEE MEETING  
0001/October 22, 2022



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**WEEKLY PLAN FOR FULL IN-PERSON / BLENDED CLASSES**

School					
Week					
ACTIVITY					
Component (Indicate the related activity per component, if any)	Brief description	Resources needed	Persons involved	Expected output	Target day of completion (Month-Day-Year)
1. Physical Facilities					
2. Orientation conducted to teachers					
3. Curriculum implementation					
4. Resources					

Prepared by:

Approved:

\_\_\_\_\_  
School Head

**SUSAN S. COLLANO, CESO V**  
Schools Division Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Note:

Bato Rural Development High School, Bote Integrated School and Pananaogan High School that will implement the blended mode must attached the scheme and schedule of classes.

