



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

May 28, 2025

DIVISION MEMORANDUM
No. 495, s. 2025

2025 SECOND REGULAR DIVISION MANAGEMENT COMMITTEE MEETING

To: OIC, Assistant Schools Division Superintendent
SDO-School Based Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. The Second Regular Division Management Committee (ManCom) Meeting for FY 2025 shall be held on **June 11, 2025** from 8:00 o'clock in the morning onwards at Catanduanes State University Auditorium.
2. The meeting agenda are:
 - a. Recent issuances from DepEd Central Office and Regional Office
 - b. Updates from OSDS, CID and SGOD
 - c. Other matters

3. Other details of the meeting are:

Participants	SDO Proper: OIC SDS, OIC ASDS, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors/OICs, Legal Officer, ITO, AOV Budget, AOV Admin, Accountant, All AOIV, Senior Education Program Specialists, Planning Officer, Division Engineer, HNU In-Charge School-based: All Elementary and Secondary School Heads
Attire	Smart Casual
Host	SDO Proper Personnel
Duties of the Host	Facilitate meeting preliminaries and business proper
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
Working Committee and Tasks	1. Procurement concerns (AO V – Admin) 2. Registration and Recording of Participants' Attendance (Records Officer) 3. Processing of registration fee (Cashier) 4. Processing of payment to supplier (Accountant and Cashier) 5. Certificate of Appearance and as necessary, certificate of Appreciation (ASDS) 6. Program (ZONE 1) 7. Photo documentation (ITO) 8. Minutes of Meeting (ZONE 2) 9. Synthesis of Agreements (ZONE 2)

4. Food, venue, travel and incidental expenses shall be charged against Division MOOE for SDO participants and School MOOE for School-based participants subject to relevant accounting & auditing rules and regulations. As such, a registration fee of Seven Hundred Pesos (P700.00) will be collected from participants from the schools during the meeting.

5. Strict compliance to this memorandum is desired.

By Authority of the OIC SDS:

DELFIN A. BONDAD
OIC - Asst. Schools Division Superintendent
Officer-In-Charge



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