



Republic of the Philippines
 Department of Education
 Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

November 11, 2024

DIVISION MEMORANDUM
 No. 596s. 2024

NOVEMBER 15, 2024 DIVISION MANAGEMENT COMMITTEE MEETING

To: Chief Education Supervisors, CID & SGOD
 OSDS Unit Heads
 Public Schools District Supervisors/ In-Charge of the Districts
 Public Elementary and Secondary School Heads
 All Others Concerned

1. A modified Division Management Committee (ManCom) Meeting shall be held on November 15, 2024 from 8:00 o'clock in the morning onwards at Raddell Inn, Virac, Catanduanes.
2. The agenda are the following:
 - a. SDO Directions for the rest of School Year 2024-2025
 - b. Recent issuances from DepEd Central Office and Regional Office
 - c. Updates from CID, SGOD and OSDS Units
 - d. Other Matters

3. Other details of the meeting are:

Participants	<i>(Please refer to the Enclosure to this memorandum)</i>
Attire	Business Attire
Host	SDO Proper Units
Duties of the Host	Facilitate meeting preliminaries, energizers and closing numbers.
Duties of the Participants	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Procurement concerns (AOV for Admin.) 2. Registration and Recording of Participants' Attendance (Records Officer) 3. Processing of Registration Fees (Cashier) 4. Processing of Payment to Supplier (Accountant & Cashier) 5. Certificate of Appearance and as necessary, Certificate of Appreciation (HRMO) 6. Medical concerns of participants (SGOD HNU Rep) 7. Photo documentation (ITO) 8. Minutes of Meeting (SGOD EPS) 9. Synthesis of Matters Discussed and Agreements (CID EPS)

4. Food, venue, travel and incidental expenses shall be charged against schools and division MOOE. As such, a registration fee of one thousand pesos will be collected from participants from the schools. Other expenses shall be charged against SDO MOOE subject to relevant Budgeting, Accounting & Auditing rules and regulations.

5. Strict compliance to this memorandum is desired.

By Authority of the OIC-Schools Division Superintendent:

EVA S. TOLENTINO
 Administrative Officer V
 Officer-In-Charge



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Enclosure to Division Memorandum No. 596 s. 2024

**NOVEMBER 15, 2024 DIVISION MANAGEMENT COMMITTEE
MEETING PARTICIPANTS**

A. Schools Division Office (SDO) Proper (14 participants)	
OSDS	Assistant SDS/OIC SDS Cecile C. Ferro Legal Officer Atty. Norlito Jr. P. Agunday Administrative Officer V for Administrative Services Eva S. Tolentino Information Technology Officer Jennifer B. Metica Division Accountant Angelo Aguinale Division Budget Officer/Cashier Liza R. Bernardo HRMO Marichelle Llave Records Officer Cherie V. Perez Supply Officer Cristina Barrameda
CID	Chief Education Supervisor Romel Petajen Education Program Supervisor Representative Gina Templonuevo
SGOD	Chief Education Supervisor Mary Jean S. Romero Education Program Supervisor Aroline Borja Dentist Amylou Celso (In-Charge of HNU)

B. District and Schools (60 participants)			
District	Public Schools District Supervisors/OIC	Elementary School Heads	Secondary School Heads
Bagamanoc North	Noe M. Villamartin	Jose B. Tapia	Erlinda P. Villacorta
Bagamanoc South	Brenda V. Villarey	Jose Aguinillo	Milagros Lim
Baras North	Juan O. Geromo	Ara V. Bodota	Solita C. Tusi
Baras South	Jose T. Arcilla Jr.	Lilybeth T. Gualberto	Lyra Tusi
Bato East	Timmy T. Alcantara	Virginia M. Tejerero	Sonia V. Prensader
Bato West	Belen T. Tapas	Jenry B. Tayam	Irene Torzar
Caramoran North	Irma S. Miraran	Efren O. Matienzo Jr.	Cesmenda A. Borromeo
Caramoran South	Delfin I. De Leon	Alan S. Gud	Maria Vegim
Gigmoto	Joselito T. Ruiz	Marino T. Pantaleon	Ramon T. Templonuevo
Pandan East	Arnel D. Bonifacio	Arnulfo D. Bernardino	Ma. Magdalena C. Lopez
Pandan West	Amalia I. Domingo	Minnie I. Lopez	Ronald Refre
Panganiban	Arnold M. Valledor	Linda V. Dela Rosa	Eddie S. Ogalesco
San Andres East	Jayson M. Floranza	Dennis L. Gianan	Maybelle Rubio
San Andres West	Ruth B. Sorrera	Soledad Gianan	Jesus Gianan
San Miguel North	Analyn P. Carpio	Agnes T. Doblón	Sheriley Villaranda
San Miguel South	Marisol T. Lim	Mary Jane Valenzuela	Juan Torreja
Viga East	Nieva DJ. Tuibeo	Clarissa G. Magdaraog	Clemente T. Olarte
Viga West	Cynthia D. Usero	Ma. Liza R. Arrojo	Janet m. Tonio
Virac North	Elias V. Abundo	Salve T. Templo	Amelia R. Eusebio
Virac South	Miguelito T. Rodriguez	Jane C. Tabor	Lorenzo E. Gando

Total Number of Participants: 74