



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
No. 310, s. 2021

**May 24, 2021**

**4<sup>th</sup> DIVISION MANAGEMENT COMMITTEE  
(MANCOM) MEETING (VIRTUAL) FOR CY 2021**

**To: ASDS  
DIVISION CHIEFS  
PSDSs  
EPSs  
SECTION HEADS  
ITO & LEGAL OFFICER  
ENGINEER III  
SEPS & PLANNING OFFICER  
EPS II  
PDO I & II  
HNU HEAD  
DIVISION GUIDANCE COORDINATOR  
PUBLIC SCHOOL HEADS**

- 1) To address the different concerns and issues of this Division, a 4<sup>th</sup> Management Committee (MANCOM) Meeting (virtual) for 2021 shall be conducted on June 2, 2021 (Wednesday) from 9:00AM to 3:00PM at an online platform: [meet.google.com/uga-iego-bqx](https://meet.google.com/uga-iego-bqx)
- 2) The agenda shall include the following:
  - a) Highlights of the Regional ManCom Meeting
  - b) Updates from the Divisions and Sections
  - c) Presentation of Schools on Spotlight
    - Igpit ES: Mr. Peter Paul Deiparine
    - KapataganNHS: Mr. Felipe Degamo, Jr.
  - d) Other Matters
- 3) School Heads shall converge in the District Office or in a school with the strongest internet connection.
- 4) Lunch and snacks shall be served. Food expenses, together with the transportation and connectivity expenses shall be charged to local funds (Division and School MOOE) subject to the usual accounting and auditing procedures.
- 5) Attendance is a must, and no proxy is allowed.
- 6) For the information and compliance with by all concerned.



**CRISTY C. EPE**  
Schools Division Superintendent

*heylona*



5/24/21

Encls: None

References: None

To be indicated in the Perpetual Index under the following subjects: SGOD MANCOM MEETING  
CUY: 4th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING (VIRTUAL) FOR CY 2021  
May 24, 2021



**4th MANAGEMENT COMMITTEE (MANCOM) MEETING (VIRTUAL) FOR CY 2021**

June 2, 2021

9:00AM-3:00PM

**Indicative Program of Activities**

<b>TIME</b>	<b>PARTICULARS</b>	<b>PERSON RESPONSIBLE</b>
9:00–9:30AM	Philippine National Anthem Opening Prayer Regional Hymn Digos City Hymn  Roll Call of Participants  Welcome Remarks  Message	HRD (AVP)  RONALD B. DEDACE SEPS-HRD  BASILIO P. MANA-AY, JR. ASDS  CRISTY C. EPE SDS
9:30AM–11:00AM	ManCom Meeting Proper <ul style="list-style-type: none"> <li>▪ Regional ManCom Highlights</li> </ul>	CRISTY C. EPE SDS
11:00AM-12:00NN	<b>UPDATES</b>  - Legal  - Budget and Finance   - Admin	ATTY. CLARISSE ARNAEZ-LLABAN  NEPTUNE L. TAMBILAWAN Budget Officer  NORELIZA A. MISAL Accountant III  FRANCIS JUDE C. ALCOMENDRAS AO-V
12:00NN-1:00PM	<b>Lunch Break</b>	
1:00PM – 2:30PM	-ITO  -SGOD  -CID	STEPHEN PASCUAL IT Officer  SOLLIE B. OLIVER Chief ES, SGOD  BEVERLY S. DAUGDAUG Chief ES, CID
2:30PM-2:45PM 2:45PM-3:00PM	<b>Schools on Spotlight</b> - 1 Elementary School - 1 Secondary School	Igpit ES (PETER PAUL DEIPARINE) Kapatagan NHS (FELIPE DEGAMO)
	<b>EVALUATION TIME</b>	ELESER D. MATEO SMM&E EPS II
	<b>CLOSING PRAYER</b>	HRD

**EMCEE: RONALD B. DEDACE**

**MINUTES TAKERS: RAQUEL CEDEÑO and JULIUS CASTAÑARES**