



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2023- 012

To: : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public School Heads  
Members of the MANCOM

Subject : **1ST VIRTUAL MANAGEMENT COMMITTEE (MANCOM) MEETING FOR CY 2023**

Date : January 16, 2023

To address the different issues and concerns of this Division, the 1st Virtual Management Committee (ManCom) Meeting shall be conducted on January 20, 2023 (Friday) via Google Meet at 8:00AM to 12:00NN and 1:00PM-5:00PM.

Below are the agenda of the said meeting:

- 1. Updates
- 2. Other matters

Please see attached Indicative Program for the meeting. Further, be reminded that attendance is a must and that no proxy is allowed.

For the information and compliance with by all concerned.

**CRISTY C. EPE**  
Schools Division Superintendent

*1/16/23*

DepEd Schools Division Office of Digos City  
RECORDS SECTION  
**RELEASED**  
23-96528  
DATE: 16 JAN 2023 TIME: 3:26 PM  
BY: [Signature]

Enclosed: As stated  
SGOD/rbd



**1<sup>st</sup> Management Committee (ManCom) Meeting for CY 2023**

January 20, 2023

8:00am-12:00nn

1:00pm-5:00pm

Google Meet

**Indicative Program of Activities**

<b>TIME</b>	<b>PARTICULARS</b>	<b>PERSON RESPONSIBLE</b>
7:00-7:30 8:00-9:00AM	Attendance Check/Registration -Opening Program Philippine National Anthem Opening Prayer Regional Hymn Digos City Hymn Message Call to Order  Reading and Approval of the Previous Minutes Presentation and Approval of the Current Agenda	Secretariat  HRD (AVP)  CRISTY C. EPE SDS  Moderator
9:00-10:00	<b>Updates</b>	SDS
10:00-11:00	<b>Updates</b>	ASDS
11:00-12:00	<b>Updates</b>	CID
12:00-1:00	<b>Lunch Break</b>	
1:00-2:00	<b>Updates</b>	SGOD
2:00-3:00	<b>Updates</b>	Budget and Finance
3:00-4:00	<b>Updates</b>	Admin/HRD
4:00-5:00	<b>Other Matters</b> <b>Adjournment</b>	Moderator

Moderator: Ronald B. Dedace

Minutes Takers: Nedyamar Andrade and Inda Nacua