



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2023- 359

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

Subject : **7TH MANAGEMENT COMMITTEE (MANCOM) MEETING FOR CY 2023**

Date : August 7, 2023

To address the different issues and concerns of this Division, the 3<sup>rd</sup> Management Committee (ManCom) Meeting shall be conducted on August 10, 2023 (Thursday) at Rizal Central Elementary School, Brgy. Kapatagan, Digos City.

Below are the agenda of the said meeting:

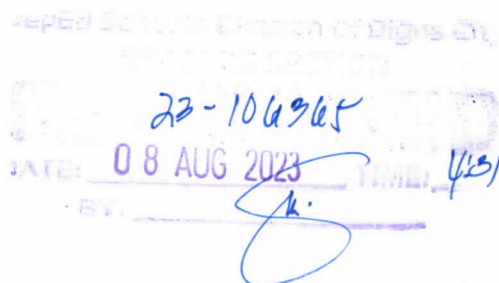
1. Brigada Eskwela
2. Opening of Classes
3. Management Hour-Updates
4. Other matters

Please see the attached Indicative Program of Activities and List of attendees for ready reference. Further, be reminded that attendance is a must and that no proxy is allowed. Bring your own baon.

For the information and compliance with by all concerned.

*Melanie F. Estacio*  
**MELANIE F. ESTACIO**

OIC-Schools Division Superintendent



Enclosed: As stated  
 SGOD/rbd



**7th Management Committee (ManCom) Meeting for CY 2023**

August 7, 2023

8:00am-12:00nn

Rizal Central Elementary School

Indicative Program of Activities

<b>TIME</b>	<b>PARTICULARS</b>	<b>PERSON RESPONSIBLE</b>
8:00–8:30AM	Philippine National Anthem Opening Prayer Regional Hymn Digos City Hymn  Roll Call of Participants  Welcome Remarks  Message and Call to Order  Reading and Approval of the Previous Minutes Presentation and Approval of the Current Agenda	HRD (AVP)  RONALD B. DEDACE HRD SEPS  BASILIO P. MANA-AY, JR. ASDS  MELANIE P. ESTACIO OIC-SDS  Moderator Moderator
8:30-9:00	<b>SDS's Hour</b>	OIC-SDS
9:00-9:30	<b>ASDS's Hour</b>	ASDS
9:30-10:00	<b>SGOD Concerns -Brigada Eskwela/ Opening of Classes</b>	SGOD- SMN & Planning
10:00-10:30	<b>CID Cocerns</b>	CID
10:30-11:30	<b>Open Forum</b>	Management
1:30-12:00	<b>Other Matters</b> Closing Program Adjournment of the meeting Closing Prayer	Management Moderator

Moderator: Ronald B. Dedace

Minutes Takers: Renato Calipayan and Nelson Lucero

Technical: Jose Israel Maravilles

**Participants:**

SDS: 2

ASDS: 1

Chiefs: 2

PSDSs: 8

EPSs: 11

Unit Heads: 7

PRME SEPSs: 2

Planning officer: 1

HRD: 2

SMN: 2

HNU Head: 1

Nurses on Duty: 2

DRRM:1

ITO: 1

Engineer: 1

Guidance: 1

ALS Specialist: 1

YFP:2

SDS's staff: 1

School Heads: 46

**TOTAL NO. OF STAFF: 105**