



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2023- 588

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

Subject : **9TH MANAGEMENT COMMITTEE (MANCOM) MEETING FOR CY 2023**

Date : December 13, 2023

To address the different issues and concerns of this Division, the 8<sup>th</sup> Management Committee (ManCom) Meeting shall be conducted on December 19, 2023 (Tuesday) at a venue to be announced later.

Meal and snacks of the participants are charged to School/Division MOOE/funds subject to usual accounting and auditing rules and regulations.

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.

For the information and compliance with by all concerned.

For and in the absence of the OIC-Schools Division Superintendent:

**FRANCIS JUDE D. ALCOMENDRAS**

Administrative Officer V

Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
23-112922  
DATE: DEC 14 2023 TIME: 9:20am  
BY:

Enclosed: As stated  
SGOD/rbd



**9<sup>TH</sup> Management Committee (ManCom) Meeting for CY 2023**

December 19, 2023

8:00am-12:00nn 1:00pm-5:00pm

Within Digos City

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	HRD (AVP)  RONALD B. DEDACE HRD SEPS  FRANCIS JUDE D. ALCOMENDRAS AO-V  MELANIE P. ESTACIO OIC-SDS
8:30-9:30	<b>SDS's Time</b>	Melanie P. Estacio
9:30-10:30	<b>-Disaster Preparedness (Legal Basis)</b> <b>-Mechanisms for the Loss Property</b> <b>-Establishment of School Public Assistance Desk</b>	Francis Jude D. Alcomendras
10:30-11:00	<b>Teachers' Placement</b>	HR
11:00-11:30	<b>2024 Priorities (PPAs)</b>	SGOD
11:30-12:00	<b>Financial Reports/Updates</b> <b>Asset Mngt. Updates</b>	Neptune L. Tambilawan Noreliza A. Misal Hedi Escalona
12:00-1:00	Lunch Break	
1:00-1:30	<b>Other Matters</b> <b>Adjournment of the meeting</b>	Management Moderator
1:30- 3:30	<b>Christmas Party</b>	

**Attire: Denim**

**Amount of Gift: Php 300.00**

Moderator: Ronald B. Dedace

Minutes Taker :Janice S. Alquizar and Mariflor Ibañez

Technical: Jose Israel Maravilles

**Participants:**

SDS: 2

ASDS: 1

Chiefs: 2

PSDSs: 10

EPSs: 11

Unit Heads: 7 (Cash, Records, Supply, Budget, Accounting, Legal, ITO)

PRME: 2

Planning Officer: 1

HRD: 2

SMN: 2

HNU Head: 1

Nurses on Duty: 2

DRRM:1

Engineer: 1

Guidance: 1

ALS Specialist: 1

YFP:2

SDS's staff: 1

School Heads: 47

**TOTAL NO. OF PAX =97**