



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2024- 030

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

Subject : **1ST MANAGEMENT COMMITTEE (MANCOM) MEETING FOR CY 2024**

Date : January 17, 2024

To address the different issues and concerns of this Division, the 1st Management Committee (ManCom) Meeting shall be conducted on January 24, 2024 (Wednesday) 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.

Melanie P. Estacio
MELANIE P. ESTACIO

OIC-Schools Division Superintendent

1/17/24
 Schools Division of Digos City
 RECORDS SECTION

RELEASED
24-115462
 DATE: JAN 18 2024 TIME: 10:00 AM
 BY: *[Signature]*

Enclosed: As stated
 SGOD/rbd



1st Management Committee (ManCom) Meeting for CY 2024

January 24, 2024

8:00am-12:00nn

1:00pm-5:00pm

Indicative Program of Activities

TIME	PARTICULARS	PERSON RESPONSIBLE
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
8:30-10:30	SDS's Hour	OIC-SDS
10:30-12:00	ASDS's Hour	ASDS
Lunch Break		
1:00-2:30	SGOD Concerns	SGOD Chief
2:30-4:00	CID Concerns	CID Chief
4:00-4:45	Open Forum/Other matters	Management
4:45-5:00	Closing Program Adjournment of the meeting Closing Prayer	Management Moderator

Moderator: Ronald B. Dedace

Minutes Takers: Norwenda Hairil and Melacres Campomayor

Technical: Jose Israel Maravilles

Attire: Smart Casual

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

TURN-OVER CEREMONY

January 24, 2024

Prayer	-	AVP
National Anthem	-	AVP
Regional Hymn	-	AVP
Digos City Hymn	-	AVP
SDO Hymn	-	AVP
Opening Message	-	Sollie B. Oliver Chief Education Supervisor, SGOD

Introduction of the New Assistant Schools Division Superintendent

Grand Entrance of the Outgoing and Incoming Assistant Schools Division Superintendents (with Live Song Performance)

Turn-Over Ceremony

ASDS Basilio P. Man-ay, Jr. CESO VI
Outgoing ASDS

ASDS Maria Genevieve T. Francisquete
Incoming ASDS

Message	-	RD Allan G. Farnazo Director IV
Message of Support	-	Hon. Josef Fortich Cagas Municipal Mayor

Tribute to the Outgoing and Incoming Assistant Schools Division Superintendent and Awarding of Plaque of Appreciation

(AVP of ASDS's Bas Journey in Digos City Division, Song Performance and Giving of Token of Appreciation)

Message of Gratitude	-	Melanie P. Estacio, PhD, CESO VI OIC, Schools Division Superintendent
Director:	Clarence S. Pillerin PSDS	

Director: Clarence S. Pillerin
PSDS

Voice Over: Gervasio R. Salinas, Jr.
PSDS

Script Writer: Leilanie T. Senires
EPS

Technical: Stephen R. Pascual
ITO

Jessrael Bingil
AO II

Ferdinand Magdadaro
PDO I

Performers: Jillmarie Ricarose Llaban
Teacher I – Igpit NHS

Jefferson Bancoro
Teacher I – DiCNHS

Galieo Flores
Teacher I – Matti NHS

Hall Preparation/Stage Decoration (January 23, 2024-Afternoon, January 24, 2024-Morning)

RODEL L. PAGAYON
MICHAEL L. TIMTIM
INAME N. ROMITMAN
DENISE IMARE CASILAC
HAZEL ANN CAHILES
GINA BUSTAMANTE
JOHN P. MILLAN