



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2024- 128

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

Subject : **2ND MANAGEMENT COMMITTEE (MANCOM) MEETING FOR CY 2024**

Date : March 4, 2024

To address the different issues and concerns of this Division, the 1<sup>st</sup> Management Committee (ManCom) Meeting shall be conducted on March 13, 2024 (Wednesday) at Viewpoint Hotel and Function Hall, Digos City.

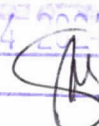
Meal and snacks of the participants are charged to School/Division MOOE/funds subject to usual accounting and auditing rules and regulations.

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**  
OIC-Schools Division Superintendent



Schools Division of Digos City  
RECORDS SECTION  
**RECEIVED**  
24-118235  
DATE: MAR 04 2024 TIME: 1:41 P  
BY: 

Enclosed: As stated  
SGOD/rbd



## 2<sup>ND</sup> Management Committee (ManCom) Meeting for CY 2024

March 13, 2024

8:00am-12:00nn

1:00pm-5:00pm

Viewpoint Hotel & Function Hall, Digos City

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  MARIA GENEVIEVE T. FRANCISQUETE ASDS  MELANIE P. ESTACIO OIC-SDS  Moderator Moderator
8:30-10:30	<b>SDS's Hour</b>	OIC-SDS
10:30-12:00	<b>ASDS's Hour</b>	ASDS
Lunch Break		
1:00-2:30	<b>SGOD Concerns</b>	SGOD Chief
2:30-4:00	<b>CID Concerns</b>	CID Chief
4:00-4:45	<b>Open Forum/Other matters</b>	Management
4:45-5:00	Closing Program Adjournment of the meeting Closing Prayer	Management Moderator

Moderator: Ronald B. Dedace

Minutes Takers: Al Fernandez and Marilyn Salboro

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**