



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2024- 425

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

Subject : **4TH MANAGEMENT COMMITTEE (MANCOM) MEETING FOR CY 2024**

Date : July 17, 2024

To address the different issues and concerns of this Division, the 4th Management Committee (ManCom) Meeting shall be conducted on July 25, 2024 (Thursday) at Mega's World and Function Hall, Digos City. To this end, attendance is a must and that no proxy is allowed.

Meal and snacks of the participants shall be 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 to wear MATATAG white polo shirt.

For the information and compliance with by all concerned.

MELANIE P. ESTACIO

OIC-Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED
24-124444
DATE: JUL 23 2024 TIME: 9:10
BY:

Enclosed: As stated
SGOD/rbd



4th Management Committee (ManCom) Meeting for CY 2024

July 25, 2024

8:00am-12:00nn

1:00pm-5:00pm

Mega's World & 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
8:30-9:30	SDS's Hour	OIC-SDS
9:30-10:30	DO No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the SY 2024-202)	CID
10:30-11:30	MATATAG Curriculum and its Execution	CID
11:30-12:00	Updates -CID	CID
12:00-1:00	Lunch Break	
1:00-4:45	Updates -ASDS -SGOD -Admin (Cash, Records, Personnel, Supply) -Finance (Budget and Accounting)	
4:45-5:00	Closing Program Adjournment of the meeting Closing Prayer	Management Moderator

Moderator: Ronald B. Dedace

Minutes Takers: Aimee Amor C. Porto & Rex Sayson

Technical: Jose Israel Maravilles

Participants:

SDS: 1

ASDS: 1

Chiefs: 2

PSDSs: 10

EPSs: 11

Unit Heads: 10 (Cash, Records, Supply, Budget, Accounting, Legal, ITO, HR, Personnel, Legal)

PRME: 1

SMM&E: 2

Planning Officer: 1

HRD: 2

SMN: 2

HNU Head: 1

Nurses on Duty: 2

DRRM:1

Guidance: 1

ALS Specialist: 1

YFP:2

SDS's staff: 1

School Heads: 47

TOTAL NO. OF PAX =97