



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2025-224

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 2025**

Date : January 28, 2025

To address the different issues and concerns of this Division, the Management Committee (ManCom) Meeting shall be conducted on February 4, 2025 (Tuesday) at Viewpoint Hotel 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.

For the information and compliance with by all concerned.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: JAN 30 2025 TIME: 11:00 am

Enclosed: As stated
SGOD/rbd



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph

1st Management Committee (ManCom) Meeting for CY 2025

February 4, 2025

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 SDS Moderator Moderator
8:30-9:30	SDS's Hour -Management Targets & Updates	MELANIE P. ESTACIO
9:30-10:30	ELLNA & NAT	
10:30-12:00	Palaro Matters	
12:00-1:00	Lunch Break	
1:00-4:45	Updates -ASDS -SGOD -CID -Admin (Cash, Records, Personnel, Supply) -Finance (Budget and Accounting)	
4:45-5:00	Other Matters Closing Program Adjournment of the meeting Closing Prayer	Management Moderator

Moderator: Ronald B. Dedace

Minutes Takers: Jay Paul Cabural & Rizza Villaluna

Technical: Jose Israel Maravilles

Participants:

SDS: 1
ASDS: 1
Chiefs: 2
PSDSs: 9
EPSs: 11
Division Unit Heads: 10
PRME: 1
SMM&E: 2
Planning Officer: 1
Engineer: 1
HRD: 2
SMN: 1
HNU Head: 1
Nurses on Duty: 2
DRRM:1
Guidance: 1
ALS Specialist: 1
YFP:2
School Heads: 48
TOTAL NO. OF PAX =100