



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2025-057

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

Subject : **NEW SCHEDULE AND VENUE OF THE 1ST MANCOM MEETING FOR CY 2025**

Date : January 31, 2025

This is reference to Division Memorandum SGOD-2025-054 dated January 28, 2025, re: 1<sup>st</sup> Management Committee (ManCom) Meeting for CY 2025. All members of the ManCom are informed that the venue will be at Mega's World Function Hall, Aurora St., Digos City on February 5, 2025 (Wednesday).

All other details of the said activity shall remain in effect.

For the information and compliance with by all concerned.

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

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: JAN 31 2025 TIME: 4:17 PM  
BY: *[Signature]*

Enclosed: As stated  
SGOD/rbd



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2025-024

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

*[Handwritten signature]*

Schools Division of Digos City  
 RECORDS SECTION

**RECEIVED**  
 20 1/25  
 DATE: JAN 30 2025 TIME: 11:00 am  
 BY: *[Signature]*

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**1<sup>st</sup> 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	<b>SDS's Hour</b> -Management Targets & Updates	MELANIE P. ESTACIO
9:30-10:30	<b>ELLNA &amp; NAT</b>	
10:30-12:00	<b>Palaro Matters</b>	
12:00-1:00	Lunch Break	
1:00-4:45	<b>Updates</b> -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**