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

Office of the Schools Division Superintendent

April 21, 2025

DIVISION MEMORANDUM

SGOD-2025-230

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
All ManCom Members

Subject : **SPECIAL MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR CY 2025**

To address the different issues and concerns of this Division, a Special Management Committee (ManCom) Meeting shall be conducted on April 24, 2025 (Thursday) from 8:00 AM- 5:00 PM at Mega's World and Hotel, Aurora Ext., Digos City.

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

School head participants are requested to bring a laptop, an extension wire, and a mobile WiFi device for internet connection to be used during the meeting.

Please see attached Indicative Program of Activities and List of attendees for ready reference. Further, be reminded that attendance is a must and no proxy is allowed.

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
RECEIVED
DATE: APR 23 2025 TIME: 2:04pm
BY: _____

Enclosed: As stated.
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
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Special Management Committee (ManCom) Meeting for CY 2025

April 24, 2025
8:00 AM-5:00 PM
Mega’s World and Hotel, Aurora Ext., Digos City

Indicative Program of Activities

Time	Particulars	Person Responsible
8:00-8:30 AM	Philippine National Anthem	HRD (AVP)
	Opening Prayer	
	Regional Hymn	
	Digos City Hymn	
	SDO-Digos City Hymn	
	DepEd Quality Policy Statement	RONALD B. DEDACE HRD SEPS
	Roll Call of Participants	
	Declaration of Quorum	MARIA GENEVIEVE T. FRANCISQUETE ASDS
	Welcome Remarks	
	Message and Call to Order	MELANIE P. ESTACIO SDS
	Reading and Approval of the Previous Minutes	Moderator
	Presentation and Approval of the Current Agenda	Moderator
8:30-9:30	SDS’s Hour	MELANIE P. ESTACIO
9:30-12:00	School-Based Implementation Plan on Reading Program	CID
12:00-1:00	Lunch Break	
1:00-3:00	School-Based Implementation Plan on Reading Program	CID
3:00-5:00	Presentation of Outputs	

Moderator: RONALD B. DEDACE
Minutes Taker: JANICE S. ALQUIZAR
Technical: JOSE ISRAEL MARAVILLES



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Participants:

1. SDS
2. ASDS
3. Division Chiefs
4. PSDSs
5. EPSs
6. Division Unit Heads
7. PRME
8. Planning Officer
9. SMM&E
10. Physical Facilities
11. SMN
12. HNU Head
13. DRRM
14. Guidance
15. ALS Specialist
16. YFP
17. Public School Heads
18. Assistant to the School Head/Principal
19. HRD Specialists
20. Nurses on duty- Dhelmie Christine Peñas and Russel Kevin Maurin