



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

Office of the Schools Division Superintendent

May 5, 2025

DIVISION MEMORANDUM
SGOD-2025- 262

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

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 May 15, 2025 (Thursday) from 8:00am-12:00nn at Digos City National High School Gym.

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

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, PhD, CESO VI
Schools Division Superintendent 

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: MAY 14 2025 TIME: 1:13 pm
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

May 15, 2025
8:00am-12:00nn
Digos City National High School

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	
	Roll Call of Participants	
	Declaration of Quorum	RONALD B. DEDACE HRD SEPS
	Welcome Remarks	MARIA GENEVIEVE T. FRANCISQUETE ASDS
	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	Reading program	CID

Participants:

- 1. Schools Division Superintendent
- 2. Assistant Schools Division Superintendent
- 3. Division Chiefs
- 4. Public Schools District Supervisors
- 5. Education Program Supervisors
- 6. Public School Heads
- 7. HRD Specialists
- 8. Nurse on duty- Dhelmie Christine Peñas



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