



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

Office of the Schools Division Superintendent

July 10, 2025

DIVISION MEMORANDUM

SGOD-2025- 400

To: : Division Chiefs (SGOD & CID)
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Members of the MANCOM

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 July 10, 2025 (Thursday) from 8:00 AM- 5:00 PM at Ramon Magsaysay Central Elementary School Gym.

Meal and snacks 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.

JUL 14 2025
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: JUL 14 2025 TIME: 3:14 PM
BY: [Signature]

Enclosed: As stated.
SGOD/jsa



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Special Management Committee (ManCom) Meeting for CY 2025

July 10, 2025
8:00 AM-5:00 PM
Ramon Magsaysay Central Elementary School Gym

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 OIC-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 |
| 9:30-10:30 | ASDS's Hour | MARIA GENEVIEVE T. FRANCISQUETE |
| 10:30-12:00 | SGOD Concerns -Year-End of SY: 2024-2025 - EBEIS / LIS (Planning Unit) | SGOD Chief |
| 1:00-3:30 | CID Concerns -RMA -CRLA -SHS | CID Chief |
| 3:30-4:30 | Updates -Admin -Finance | Admin Personnel |
| 4:30-5:00 | Other Matters Closing Program Adjournment of the Meeting Closing Prayer | Management Moderator |

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



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