



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026- 01

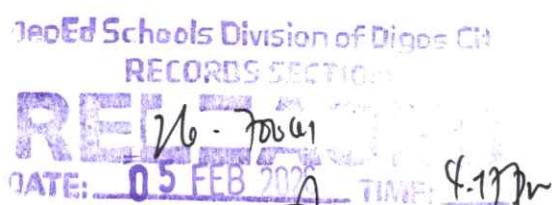
To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)

Subject : HOSTING OF THE NATIONAL MANAGEMENT COMMITTEE MEETING

Date : February 4, 2026

1. The Department of Education will conduct the National Management Committee (National ManCom) Meeting on **March 2-5, 2026** (See attachment for the Activity Matrix). It will be participated by the key officials in the central office headed by Secretary Sonny Angara, and the Regional Directors. This will be hosted by Schools Division of Davao de Oro.
2. The host division will undertake the planning and preparation, manage the overall conduct of the activity, and handle post-conference activities including the preparation of accomplishment report.
3. Travel, accommodation and miscellaneous expenses of the technical working committee members and participants shall be charged to local funds, subject to usual accounting and auditing rules and regulations.
4. For information, guidance, and compliance.

M. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent *✓*
PEM



Enclosed: As stated.
SGOD/rom



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Records fil.



RF# 0226120067



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Republic of the Philippines
Department of Education
DAVAO REGION

January 30, 2026

REGIONAL MEMORANDUM
ORD-2026-016

HOSTING OF THE NATIONAL MANAGEMENT COMMITTEE MEETING

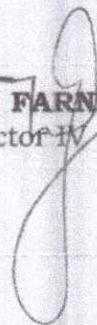
To: Assistant Regional Director
Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

1. The Department of Education will conduct the National Management Committee (National ManCom) Meeting on March 2-5, 2026 (See attachment for the Activity Matrix). This will be participated by the key officials in the central office headed by Secretary Sonny Angara, and the Regional Directors. In line with this, the Office hereby informs that it will be hosted by the Schools Division of Davao de Oro. The exact venue will be communicated in a separate Memorandum.

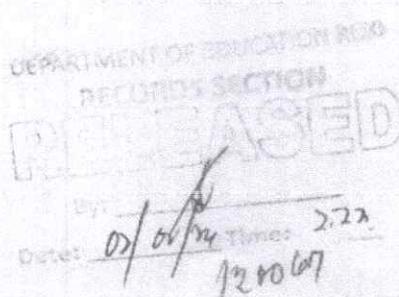
2. The host division is authorized to undertake the planning and preparation, manage the overall conduct of the activity, and handle post-conference activities including the preparation of accomplishment report.

3. Travel, accommodation and miscellaneous expenses of the technical working committee members and participants shall be charged to local funds, subject to usual accounting and auditing rules and regulations.

4. Immediate dissemination and strict compliance of this Memorandum is enjoined.


ALLAN G. FARNAZO
Director IV

Encl.: As stated
ORD/ORDP/aas



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Republic of the Philippines
Department of Education
DAVAO REGION

NATIONAL MANAGEMENT COMMITTEE MEETING

ACTIVITY MATRIX
March 2-5, 2026

DATE	TIME	ACTIVITY	RESPONSIBLE OFFICE/PERSON
March 2, 2026	8:00 – 12:00 noon	<ul style="list-style-type: none"> ➤ Report for duty and commence preparatory activities in accordance with assigned roles. ➤ Proceed to designated working stations to undertake assigned tasks and coordination activities. 	<ul style="list-style-type: none"> ➤ SDO Davao de Oro Top Management and Technical Working Group
	1:00 – 5:00 pm	<ul style="list-style-type: none"> ➤ Provide accommodation and billeting for the advance party to ensure readiness for early preparations. ➤ Conduct the initial preparation of the venue, including the setup of facilities and basic logistical requirements for the ManCom Meeting. 	<ul style="list-style-type: none"> ➤ SDO Davao de Oro Top Management and Technical Working Group
March 3, 2026	8:00 – 12:00 noon	<ul style="list-style-type: none"> ➤ Facilitate the accommodation and billeting of arriving guests and delegates. ➤ Finalize the venue, equipment, and logistical arrangements prior to the official conduct of the ManCom Meeting. 	<ul style="list-style-type: none"> ➤ SDO Davao de Oro Top Management and Technical Working Group
	1:00 – 5:00 pm	<ul style="list-style-type: none"> ➤ Assist in the overall conduct of the ManCom Meeting, ensuring that all program and operational requirements are met. ➤ Oversee and address all operational, administrative, and logistical needs throughout the duration of the meeting. 	<ul style="list-style-type: none"> ➤ SDO Davao de Oro Top Management and Technical Working Group
March 4, 2026	8:00 – 12:00 noon	<ul style="list-style-type: none"> ➤ Assist in the departure of delegates and guests after the conclusion of the ManCom Meeting. 	<ul style="list-style-type: none"> ➤ SDO Davao de Oro Top Management and Technical Working Group
	1:00 – 5:00 pm	<ul style="list-style-type: none"> ➤ Continue to accommodate remaining guests, as necessary. ➤ Undertake the restoration and clearing of the venue, including the return of equipment and facilities to their original condition. 	<ul style="list-style-type: none"> ➤ SDO Davao de Oro Top Management and Technical Working Group



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March 5, 2026	8:00 – 12:00 noon	➤ Conduct a post-conference meeting of the TWG to assess implementation, identify issues encountered, and document best practices.	➤ SDO Davao de Oro Top Management and Technical Working Group
	1:00 – 5:00 pm	➤ Prepare and submit the accomplishment report in accordance with prescribed guidelines and timelines.	➤ SDO Davao de Oro Top Management and Technical Working Group