



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2026- *090*

To : Assistant Schools Division Superintendent
 Chief Education Supervisor – CID
 Concerned Public Schools District Supervisors
 Concerned Teachers

Subject : **DESIGNATION OF PROTOCOL OFFICERS AND DRIVERS FOR THE NATIONAL MANAGEMENT COMMITTEE (MANCOM) MEETING**

Date : February 27, 2026

1. In reference to Regional Memorandum ORD-2026-016 titled “Hosting of the National Management Committee Meeting”, scheduled on March 2–5, 2026, which will be hosted by the Schools Division of Davao de Oro, this Office hereby designates the following personnel to serve as Protocol Officers and Drivers during the conduct of the said activity.
2. The designated personnel shall assist in ensuring the smooth coordination, reception, transportation, and logistical support for the arriving DepEd Central Office officials, Regional Directors, and other participants.
3. The following personnel are designated as Protocol Officers who will be responsible for coordinating arrivals, assisting guests, and ensuring proper protocol; and drivers who will provide transportation support for the officials and guests during the duration of the activity:

Name of Personnel	Role/Position
1. Gervasio R. Salinas, Jr.	Protocol Officer/PSDS
2. Eleser D. Mateo	Protocol Officer/PSDS
3. Joselito L. Lim	Driver/ALS Teacher
4. Manne James R. Ortiz	Driver/ADAS II (Matti NHS)
5. Lermalyn P. Luayon	Administrative Officer II

4. The designated personnel are expected to:
 - a) Ensure proper reception and assistance of arriving guests and officials.
 - b) Provide transportation support and coordination as assigned.
 - c) Observe proper protocol, professionalism, and courtesy throughout the activity.
 - d) Coordinate closely with the Technical Working Committee and the Division Management Team.
 - e) Perform other related functions as may be assigned to ensure the successful conduct of the event.
5. Travel, accommodation, and other related expenses of the designated personnel shall be charged to local funds, subject to existing accounting and auditing rules



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Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

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and regulations.

6. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

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

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: *04 MAR 2025* TIME: *9:17 AM*
BY: *[Signature]*

Enclosed: As stated.
CID/ALS/grs



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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

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
Date: 02/05/24 Time: 2:22
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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. 	➤ 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. 	➤ 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. 	➤ 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. 	➤ 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. 	➤ 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. 	➤ 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