



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2024- 286

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Members of the MANCOM

Subject : **3RD MANAGEMENT COMMITTEE (MANCOM) MEETING FOR CY 2024**

Date : May 6, 2024

To address the different issues and concerns of this Division, the 3rd Management Committee (ManCom) Meeting shall be conducted on May 13, 2024 (Monday) from 11:00 AM- 5:00 PM at Mega's World and Hotel, Aurora Ext., Digos City.

Lunch and afternoon 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.

M. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC- Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED
24-12754
DATE: MAY 06 2024 TIME: 3:04
BY: *[Signature]*

Enclosed: As stated
SGOD/jsa





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Department of Education
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SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

3RD Management Committee (ManCom) Meeting for CY 2024

May 13, 2024

11:00 AM-5:00 PM

Mega's World and Hotel, Aurora Ext., Digos City

Indicative Program of Activities

Time	Particulars	Person Responsible
12:30-1:00AM	Philippine National Anthem Opening Prayer Regional Hymn Digos City Hymn SDO-Digos City Hymn DepEd Quality Policy Statement	HRD (AVP)
	Roll Call of Participants	HRD Specialist
	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
1:00-2:30	SDS's Hour	OIC-SDS
2:30-3:30	ASDS's Hour	ASDS
3:30-4:00	SGOD Concerns -Year-End of SY: 2023-2024 - EBEIS (Planning Unit)	SGOD Chief
4:00-4:30	CID Concerns -Forms Checking -National Learning Camp	CID Chief
4:30-5:00	Admin Time - MOOE - Finance Matters - HRM (DTR Completion) - QMS	Admin Personnel
	Closing Program Adjournment of the Meeting Closing Prayer	Management Moderator

Moderator: Janice S. Alquizar

Minutes Takers: Rotshen Casilac

Marvin Padillo

Nedymar Andrade

Enclosed: As stated
SGOD/jsa



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

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Participants:

SDS: 2

ASDS: 1

Chiefs: 2

PSDSs: 10

EPSs: 11

Unit Heads: 7 (Cash, Records, Supply, Budget, Accounting, Legal, ITO)

PRME: 2

Planning Officer: 1

HRD: 2

SMN: 2

HNU Head: 1

Nurses on Duty: 2

DRRM: 1

Engineer: 1

Guidance: 1

ALS Specialist: 1

YFP: 2

SDS's staff: 1

School Heads: 47

TOTAL NO. OF PAX =97