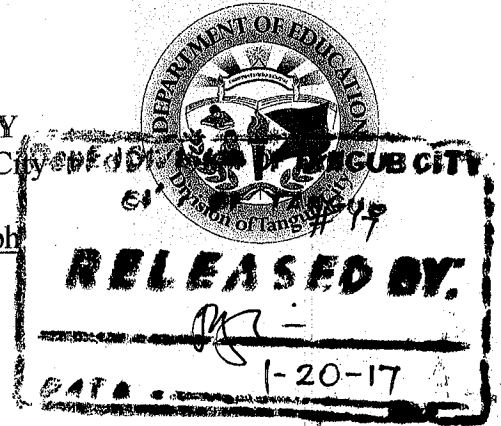




Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF TANGUB CITY  
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DIVISION MEMORANDUM  
NO. 16, s. 2017

TO : Schools Division Office  
Curriculum Implementation Division  
School Governance & Operations Division  
District Coordinating Principals  
School Principals/Head Teachers  
Alternative Learning System (ALS)  
In Both Elem., Secondary and Junior High Schools  
This Division

FROM : **VICTORIA V. GAZO, Ph.D., CESO V**  
Schools Division Superintendent

SUBJECT : **1<sup>st</sup> DIVISION MANCOM MEETING**

DATE : JANUARY 20, 2017

1. In order to align individual roles and targets with DepEd's mandates and directions and in order to disseminate information, this Division schedules the **1<sup>st</sup> Division MANCOM Meeting on January 26, 2017** from 8:00 AM to 5:00 PM which will be hosted by Southwest District at Function Hall I, Tangub City.
2. Participants to this meeting are SDS, SGOD and CID personnel, Administrative Officer, Accountant, Budget Officer, Cashier, Supply Officer, IT Officer, ALS (specialist and DALCs) and full-pledged school administrators. Those school administrators who are at seminar will send their designated OIC to represent for them.
3. A registration fee of Two Hundred Fifty pesos (P250.00) will be charged per participant to cover expenses for lunch and snacks chargeable against local/school funds/MOOE subject to usual accounting and auditing rules, policies and procedures.
4. Participants are requested to pay the registration fee on or before January 23, 2016 at the Division Cashier for issuance of receipt.
5. Attached is the copy of matrix for discussions.
6. For immediate and widest dissemination.

**Program of Activities of the 1<sup>st</sup> Division MANCOM Meeting**  
**Venue: Function Hall I, Tangub City**  
**Date: January 26, 2017**

<b>Time</b>	<b>Activity</b>	<b>Person Responsible</b>
7:00 AM – 8:00 AM	Arrival/Registration	Southwest District school administrators
8:00 AM – 9:30 AM	*Opening Program *Roll call * Reading of the Previous Minutes * Approval of the Minutes of the Previous MANCOM * Presentation of Agenda for the 1 <sup>st</sup> MANCOM of 2017	Southwest District school administrators
9:30 AM – 10:15 AM	<b>A. SDO</b> <b>Administrative Office</b> A.1 SALN A.2 NOSA/NOSI A.3 Form 6	<b>MARGISSA T. AMEN</b> Administrative Officer - V
10:15 AM – 10:30 AM	<b>B. Budget and Finance Division</b> B.1 DepEd Order No. 75 s. 2016 B.2 Other financial concerns	<b>ANNA DAPHNE C. MUGAR, CPA</b> Accountant <b>MARITES C. SUMINGUIT</b> Budget Officer
9:30 AM – 10:15 AM	<b>C. Curriculum Implementation Division</b> A.1 Regional Memo # 19 s. 2017 A.2 LR Inventory Tool A.3 MTAP A.4 Tangub Rewards	<b>CARMELITA A. JUBAY, Ph.D.</b> CID Chief
10:15 AM – 10:30 AM	<b>SNACK BREAK</b>	
10:30 AM – 11:15 AM	<b>D. INFORMATION TECHNOLOGY</b> D.1 EHRIS/ EPDS	<b>ALDEN M. ANTONIO</b> ITO
11:15 – 12:00 NN	<b>E. SUPPLY OFFICE</b> E.1 Delivery receipts/ acceptance	<b>RONIE E. SENARILLOS</b> Supply Officer
1:00 PM – 3:00 PM	<b>F. School Governance &amp; Operations Division</b> <b>M&amp;E, SPORTS</b> F.1 Qualified Athletes for Palarong Pambansa F.2 2017 NMRAA Hosting & Billeting Quarters F.3 SBM updates  <b><u>OUTSTANDING SEARCHES &amp; RESEARCH</u></b> F.4 Division Memo No. 7 s. 2017 F.5 Division Memo # 13, s. 2017 F.6 SHDP F.7 Research updates and Timelines  <b><u>PLANNING OFFICE</u></b> F.8 Early Registration F.9 Regional Memo No. 18, s.2017  <b><u>DPFC/STS Updates</u></b> F.10 DRRM First aid Kit F.11 STS updates  <b>HEALTH SECTION</b> F.12 2 <sup>nd</sup> Round National Deworming F.13 Nutrition Assessment (End line)	<b>MARIO ESTEBAN C. ARSENAL</b> SEPS – M&E, Sports Coordinator  <b>JOSELITO B. ROSALIJS</b> Education Program Specialist II  <b>DOROTHY P. NERI</b> PO – III  <b>WILFREDO B. CANETE</b> Principal II/ DPFC  <b>WINNIE T. MENDOZA</b> Division Nurse
3:00 PM – 4:30 PM	<b>G. SDS Time</b>	<b>VICTORIA V. GAZO, Ph.D., CESO V</b> Schools Division Superintendent
4:30 PM – 5:00 PM	<b>H. Other Matters</b>	