



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

June 13, 2023

DIVISIONAL MEMORANDUM

No. 170, s. 2023

**3RD DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR CALENDAR YEAR 2023**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary School Heads/Department Heads
Concerned Personnel
This Division

1. This Office shall conduct the 3rd Division Management Committee (MANCOM) Meeting for Calendar Year 2023 at the Ozamiz City National High School, Bernad St., Lam-an, Ozamiz City on June 16, 2023, Friday, at 7:30 a.m. - 5:00 p.m.
2. The participants of this meeting are all the members of the Management Committee (MANCOM) Family, namely: Assistant Schools Division Superintendent, Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Medical Officer III, Engineer III, Planning Officer III, Senior Education Program Specialists, Education Program Specialists II, Project Development Officers, Attorney III, Accountant III, Administrative Officer V (Admin. Services and Budget), Administrative Officer IV (Cash, Records, Personnel and Supply), Information Technology Officer, Librarian II, Elementary and Secondary School Heads.
3. School Heads shall pay a registration fee of Four Hundred Fifty Pesos Only (P450.00) which shall be charged against school MOOE subject to the usual accounting and auditing rules and procedures to Arlene L. Tirol, AO IV-Cash, on or before June 16, 2023.
4. Previously approved Vacation Leave of Absence of target participants is deemed recalled due to the above-mentioned activity.



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com

Our **LEARNERS**: *The Diamonds of the Fortress.*
ASENSO OZAMIZ!



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5. Enclosed are the list of participants and the indicative program of activities for guidance and reference.
6. Immediate dissemination of this Memorandum to all concerned is highly enjoined.

NIMFA R. LAGO, PhD, CESO VI_c
Assistant Schools Division Superintendent
OIC, Office of the Schools Division
Superintendent

Encl.: As Stated
To be indicated in the Perpetual Index
under the following subjects:

MANAGEMENT COMMITTEE MEETING

SBC/DM 3rd Division Management Committee Meeting for Calendar Year 2023
___/June 13, 2023,



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3rd DIVISION MANAGEMENT COMMITTEE (MANCOM)

MEETING FOR CY 2023

Division Training Hall

June 16, 2023 (Friday)

7:30 a.m.-5:00 p.m.

LIST OF PARTICIPANTS

NO.	NAMES	SEX	DESIGNATION
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT			
1	NIMFA R. LAGO, PhD	F	Schools Division Superintendent
2	DIONESIO L. LIWAGON, JR. , CESE	F	Assistant Schools Division Superintendent
3	VINCENT SHELDON A. ZABALA	M	Attorney III
4	MARICEL V. AVILA	F	Accountant III
5	REGIE R. CATEDRAL	M	Information Technology Officer II
6	IVY J. CABUAL	F	Administrative Officer V
7	DOROTHY JOY B. YTING	F	Administrative Officer V
8	ADDA LIZA . SAQUIN	F	Administrative Officer IV Personnel
9	ELSIE E. OSTIA	F	Administrative Officer IV Records
10	VITORIO C. MARIGOMEN, JR.	M	Administrative Officer IV Supply
11	ARLENE C. TIROL	F	Administrative Officer IV Cash
CURRICULUM IMPLEMENTATION DIVISION			
12	ANACLETA A GACASAN	F	Chief Education Supervisor, CID
13	ANELYN G. ENGRACIA	F	Public Schools District Supervisor - District 1
14	JASMINE I. GAOGAO	F	Public Schools District Supervisor - District 2
15	ELSA B. BUENAVIDEZ	F	Public Schools District Supervisor - District 3
16	MILAGROS Z. MENDOZA	F	Public Schools District Supervisor - District 4
17	MENERVA D. BAROLA	F	Public Schools District Supervisor - District 5
18	IAN FRANCIS E. VELOSO	M	Public Schools District Supervisor - District 6
19	GIEZEL C. GONGOB	F	Public Schools District Supervisor - District 7
20	SELINA O. MACAS	F	Public Schools District Supervisor - District 8
21	JOEL T. ACLAO	M	Public Schools District Supervisor - District 9
22	FERNANDO D. SUMONDONG	M	Public Schools District Supervisor - District 10
23	ROSE MARY R. ABAPO	F	Education Program Supervisor
24	FEDERICO B. ARANIEGO, JR.	M	Education Program Supervisor
25	JED MAE F. CORONEL	F	Education Program Supervisor
26	MAY P. EDULLANTES	F	Education Program Supervisor
27	ANGELITA M. MARIBOJOC	F	Education Program Supervisor

LIST OF PARTICIPANTS

NO.	NAMES	SEX	DESIGNATION
CURRICULUM IMPLEMENTATION DIVISION			
28	PONGASE, IMELDA D. <i>(ON LEAVE)</i>	F	Education Program Supervisor
29	EULALIO S. RUPINTA	M	Education Program Supervisor
30	LETECIA D. TATOY	F	Education Program Supervisor
31	LUISANDER C. LUY	M	Education Program Supervisor
32	ROWELL C. VILLARUBIA	M	Education Program Supervisor
33	MARY JANE C. LOMOCSO	F	Education Program Specialist II
34	ROSELYN A. FACIOL	F	Education Program Specialist II
35	MARY ANN GRACE J. MANILI	F	Librarian III
36	DESI O. ANINAO	M	Project Development Officer II
SCHOOL GOVERNANCE AND OPERATIONS DIVISION			
37	SUSAN EPIFANIA B. CARPIO	F	Chief Education Supervisor, SGOD
38	JOHNNEL A. GUANGCO	M	Education Program Supervisor
39	ALICE FE C. PADERANGA	F	Medical Officer III
40	ERIC PAUL M. CATULONG	M	Engineer III
41	ELL JUNE S. ABUCAY	M	Planning Officer III
42	MARY JOY G. DOROMAL	F	Senior Education Program Specialist
43	ROSALYN M. LATO	F	Senior Education Program Specialist
44	ARLENE C. VIA	F	Senior Education Program Specialist
45	SAMIE B. ASO	M	Education Program Specialist II
46	JEANELEI L. CAROLINO	F	Education Program Specialist II
47	ANTHONY P. MAROLLANO	M	Education Program Specialist II
48	ERNESTO C. ANTEOLA, JR.	M	Dentist II
49	CESAR A. BAGALOYOS	M	Dentist II
50	JAN LIANNE M. OZARAGA	F	Project Development Officer I
51	CHRISTINE M. RIGODON	F	Project Development Officer I
SCHOOL HEADS			
DISTRICT 1			
52	CLARINDA FE L. SIMBLANTE, P II	F	Andrea D. Costonera Elementary School
53	MELANIE G. LAGUS, P II	F	Felipe Carreon Central School
54	JOVY O. BONITA, P II	F	Sancho V. Capa Integrated School
55	LILIBETH Y. ABAMONGA, P II	F	Ozamiz City National High School
DISTRICT 2			
56	EUGENIO C. BUCOG, P I	M	Ozamiz City Central High School

LIST OF PARTICIPANTS

NO.	NAMES	SEX	DESIGNATION
DISTRICT 3			
57	CATHERINE C. ORACION, P I	F	Baybay Central School
58	JUVES C. COLARTE, P I	F	Catadman Elementary School
59	JEFFREY B. ARES, HT III	M	Sta. Cruz Elementary School
60	TEONITA M. ONG, P II	F	Misamis Annex Integrated School
DISTRICT 4			
61	EFREN A. OLIVEROS, P I	M	Bacolod Elementary School
62	JUSTINA S. BAUL, P I	F	Doña Consuelo Elementary School
63	RAMIL G. CABURAL, P II	M	Gango Elementary School
64	MARJORIE A. SAGARIO, P III	F	Maningcol Central School
65	LUDIVICO B. BARRIENTOS, P II	M	San Antonio Elementary School
66	PAT S. RARA, P III	M	Ozamiz City School of Arts and Trades
67	LORENA P. RIVERA, HT V	F	San Antonio National High School
DISTRICT 5			
68	MIRALUNA M. GAABUCAYAN, P I	F	Domingo A. Barloa Elementary School
69	PRIMENCITA G. BAGUIO, P I	F	Embargo Elementary School
70	JANE A. CREDO, HT III	F	Gotocan Elementary School
71	MARITES B. BARRIENTOS, P II	F	Labo Central School
72	EMELITO C. VIERNES, HT III	M	Capucao C Elementary School
73	MARY JANE A. PONDAR, P I	F	Sangay Integrated School
74	ROWELL T. DAGUMAN, HT I	M	Labo National High School
DISTRICT 6			
75	JOSEPH L. GALIA, P I	M	Antero D. Hinagdanan Elementary School
76	ADONIS D. GARNADA, HT III	M	Dalapang Elementary School
77	LYDIA G. SALVADOR, P I	F	Faustino C. Decena Elementary School
78	ANGEL GRACE E. BANDIALA, P I	F	Hilarion J. Ramiro Elementary School
79	MARIE CLAIRE B. FUENTES, P I	F	Maximino S. Laurete, Sr. Central School
80	MA. JUDENA B. LAHAYLAHAY, HT III	F	Roman E. Mabanag, Sr. Elementary School
81	JEAN B. ALINDO, P I	F	Jose Lim Ho National High School

LIST OF PARTICIPANTS

NO.	NAMES	SEX	DESIGNATION
DISTRICT 7			
82	CHERYL V. DUMA-OG, P I	F	Antero U. Roa Central School
83	LEO C. ACEBEDO, HT III	M	Felipe Carreon Central School
84	LADY SHAMMAH E. BELLO, HT III	F	Guingona Elementary School
85	JUPEY Q. RUPINTA, TIC-T III	M	Pershing Tan Queto Sr. Elementary School
86	MARLON A. GORDOVE, P I	M	Tipan Elementary School
87	AMMIE A. OGAO-OGAO, P I	F	Capucan Integrated School
88	CHARYLJOY C. NAVAREZ, P I	M	Montol National High School
DISTRICT 8			
89	MELCHIE A. PADERANGA, HT III	F	Gala Elementary School
90	CHERYL E. LEDESMA, HT III	F	Guimad Elementary School
91	SESAME C. RUBIO, P I	M	Juan A. Acapulco Elementary School
92	DIOSELYN P. PATILUNA, P I	F	Cogon Integrated School
93	ROLITO M. SIALANA, P I	M	Marcelino C. Regis Integrated School
94			Gala National High School
DISTRICT 9			
95	JOCELYN G. RUSIANA, HT III	F	Balintawak Elementary School
96	JOSELITO D. CASEROS, P I	M	Bongbong Elementary School
97	MAIDA S. GARNADA, P I	F	Dimaluna Elementary School
98	MA. PATRICIA M. MAPUTI, P I	F	Pulot Elementary School
99	LALAINA Y. PONCE, P I	F	Cruz Lanzado Saligan Integrated School
100	BUENASIR J. ABAPO, P II	M	Malaubang Integrated School
101	JUNRIEL B. SINARILLOS, P I	M	Pulot National High School
DISTRICT 10			
102	LIDA L. BACO, P I	F	Diego Tuastomban Elementary School
103	HENRY Q. ABARCO, P I	M	Gregorio A. Saquin Elementary School
104	LORENA L. SAQUIN, HT II	F	Labinay Elementary School
105	MELANIE T. PAREDES, P I	F	Narciso B. Ledesma Central School
106	JOSEPH M. AMISOLA, P I	M	Jacinto Nemeño Integrated School
107	JUJIE A. BUENBRAZO, P I	M	Sinusa Integrated School
108	THELMA A. MORENO	F	Labinay National High School
109	ESTER F. VIERNES, P I	F	Tabid National High School

LIST OF PARTICIPANTS

NO.	NAMES	SEX	DESIGNATION
SUPPORT STAFF			
110	ARPHIL JOHN A. MADEJA	M	OSDS
111	EDUARDO D. BALILI	M	OSDS



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**3rd DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
 FOR CALENDAR YEAR 2023**

**Ozamiz City National High School,
 Bernad St., Lam-an, Ozamiz City**
 June 16, 2023
 7:30 a.m. to 5:00 p.m.

Indicative Program of Activities

Time	Activity	In-charge
7:30 - 8:00 a.m. (30 minutes)	PRELIMINARIES / REGISTRATION	Federico B. Araniego, Jr. EPS I, English Program Host
8:00 - 8:30 a.m. (30 minutes)	Opening Program <ul style="list-style-type: none"> • Prayer • National Anthem • Roll Call/Acknowledgement of Participants • Declaration of Quorum • Call to Order • Reading of the Previous Minutes (2nd Division Management Committee (MANCOM) Meeting for CY 2023) • Acceptance of the minutes of previous meeting as read for discussion 	AVP c/o Regie A. Catedral Information Technology Officer I Atty. Vincent Sheldon A. Zabala Attorney III Nimfa R. Lago, PhD, CESO VI Assistant Schools Division Superintendent OIC, Office of the School Division Superintendent Anthony P. Marollano SGOD Secretariat Nimfa R. Lago, PhD, CESO VI Assistant Schools Division Superintendent OIC, Office of the School Division Superintendent





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	<ul style="list-style-type: none"> • Business Arising from the Previous Minutes of the Meeting • Approval of the minutes of the previous meeting • Presentation and Approval of the Agenda for the 3rd Division MANCOM Meeting for CY 2023 • MANCOM Proper 	<p>Nimfa R. Lago, PhD, CESO VI <i>Assistant Schools Division Superintendent</i> OIC, Office of the School Division Superintendent</p>
8:30 - 9:15 a.m. (45 minutes)	<p>A. Office of the Schools Division Superintendent</p> <p>1. Assistant Schools Division Superintendent's Time</p>	<p>DIONESIO L. LIWAGON, JR., CESE <i>OIC, Assistant Schools Division Superintendent</i></p>
9:15 - 10:00 a.m. (45 minutes)	<p>2. Fund Utilization Updates</p>	<p>Maricel D. Avila <i>Accountant III</i></p> <p>Ivy J. Cabual <i>AO V, Budget</i></p>
10:00 - 10:15a.m. (15 minutes)	HEALTH BREAK	
10:15 - 11:00 a.m. (45 minutes)	<p>3. Legal Matters</p> <ul style="list-style-type: none"> • Power of Appointment: Extent of the Appointing Authority's Discretionary Power 	<p>Atty. Vincent Sheldon A. Zabala <i>Attorney III</i></p>
11:00 - 11:15 a.m. (15 minutes)	<p>4. Information Technology Officer</p> <ul style="list-style-type: none"> • DCP Updates 	<p>Regie A. Catedral <i>Information Technology Officer III</i></p>
11:15 a.m. - 12:00 noon (30 minutes)	<p>5. Administrative Matters</p>	<p>Dorothy Joy B. Yting <i>Administrative Officer V, Admin. Services</i></p>





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11:44 - 12:00 noon (15 minutes)	OPEN FORUM	
12:00 noon - 1:00 p.m. (60 minutes)	LUNCH BREAK	
1:00 - 2:00 p.m. (60 minutes)	B. Curriculum Implementation Division (CID) <ul style="list-style-type: none"> • Best Practices and Challenges in the Administration of Division Achievement Test (DAT) • Most and Least Mastered Skills in DAT • Brief Background of Structure Observed Learning Outcomes (SOLO) Model for Higher Order Thinking Skills (HOTS) 	Anacleta A. Gacasan <i>Chief ES, CID</i>
2:00 - 3:00 p.m. (60 minutes)	C. School Governance and Operations Division (SGOD)	Susan Epifania B. Carpio <i>Chief ES, SGOD</i>
3:00 – 4:00 p.m. (60 minutes)	D. Schools Division Superintendent’s Time	Nimfa R. Lago, PhD, CESO VI <i>Assistant Schools Division Superintendent</i> <i>OIC, Office of the School Division Superintendent</i>
4:00 – 4:55 p.m. (55 minutes)	E. Top 12 Most Important and Urgent Concerns of District I Schools <ul style="list-style-type: none"> • Strategic Plan and Implementation; • Resources Management (Human and Financial) • Curriculum and Implementation • Other Related Matters 	
4:55 - 5:00 p.m. (5 minutes)	Adjournment / Closing Prayer Singing of Pilipinas Kong Mahal	

