



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

August 30, 2023

DIVISIONAL MEMORANDUM

No. 2160, s. 2023

**4th 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 4th Division Management Committee (ManCoM) Meeting for Calendar Year 2023 at Be Palace Hotel, Valconcha St., Aguada, Ozamiz City on September 1, 2023, Friday, 8:30 a.m.- 5:00 p.m.
2. The participants to this meeting are all the members of the Management Committee (ManCom) Family, namely: Schools Division Superintendent, Assistant Schools Division Superintendent, Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Medical Officer III, Dentist II, Engineer III, Planning Officer III, Senior Education Program Specialists, Education Program Specialists, Project Development Officers, Librarian II, Attorney III, Accountant III, Administrative Officer V (Admin. Services and Budget), Administrative Officer IV (Cash, Records, Personnel and Supply), Information Technology Officer, 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 September 1, 2023.
4. Previously approved Vacation Leave of Absence of target participants is deemed recalled due to the above-mentioned activity.
5. Enclosed is the indicative program of activities and list of participants for guidance and reference.



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



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6. All concerned participants to this meeting shall adhere to this Office's Implementation of Equal Opportunity Policy (EOP) that is regardless of age, gender, sexual orientation, gender identity, ethnicity, civil status, disability, religion, political affiliation, among others.
7. This Office directs the immediate dissemination of this Memorandum.


NIMFA R. LAGO, Ph.D, CESO VI
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 4th Division Management Committee (MANCOM) Conference for CY 2023
___/August 30, 2023



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**4th DIVISION MANAGEMENT COMMITTEE (MANCOM) CONFERENCE
 FOR THE CALENDAR YEAR 2023**

Be Palace Hotel, Valconcha St., Aguada, Ozamiz City
 September 1, 2023
 8:30 a.m. to 5:00 p.m.

Indicative Program of Activities

Time	Activity	In-charge
8:30 a.m.- 9:00 a.m. (60 minutes)	PRELIMINARIES	Federico B. Araniego, Jr. <i>EPS-I (English)</i> Program Host
9:00 a.m.- 9:30 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 	AVP c/o Regie A. Catedral <i>ITO-I</i> Atty. Vincent Sheldon A. Zabala <i>Attorney III</i> Nimfa R. Lago, PhD, CESO VI <i>Assist. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i>
	<ul style="list-style-type: none"> • Reading and Approval of the Previous Minutes (3rd Division Management Committee (MANCOM) Conference for the CY 2023) • Acceptance of the minutes of previous meeting as read for discussion 	Anthony P. Marollano <i>SGOD Secretariat</i> Nimfa R. Lago, PhD, CESO VI <i>Assist. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i>



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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 4th Division MANCOM Conference • MANCOM Meeting Proper 	<p>Nimfa R. Lago, PhD, CESO VI <i>Assist. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i></p>
9:30 a.m.- 10:00 a.m. (30 minutes)	3. Fund Utilization Updates	<p>Maricel D. Avila <i>Accountant III</i> Ivy J. Cabual <i>AO-V (Budget)</i></p>
10:00 a.m.- 10:30 a.m. (30 minutes)	4. Legal Matters	<p>Atty. Vincent Sheldon A. Zabala <i>Attorney III</i></p>
10:30 a.m.- 11:00 a.m. (30 minutes)	5. Information Technology Officer	<p>Regie A. Catedral <i>Information Technology Officer III</i></p>
11:00 a.m.- 11:30 a.m. (30 minutes)	6. Administrative Matters	<p>Dorothy Joy B. Yting <i>Administrative Officer V- (Admin. Services)</i> Adda Liza J. Saquin <i>Administrative Officer IV- Personnel</i></p>
11:30 a.m.- 12:00 noon	<p>B. Curriculum Implementation Division (CID)</p> <ul style="list-style-type: none"> • School Calendar • Other Matters 	<p>Anacleta A. Gacasan <i>CID, Chief-ES</i></p>
12:00 noon- 1:00 p.m. (60 minutes)	LUNCH BREAK	




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1:00 p.m.- 1:15 p.m. (45 minutes)	B. Curriculum Implementation Division (CID) <ul style="list-style-type: none"> • School Calendar • Other Matters 	 Anacleta A. Gacasan <i>CID, Chief-ES</i>
1:15 p.m.- 2:00 p.m. (45 minutes)	C. School Governance and Operations Division (SGOD) <ul style="list-style-type: none"> • SGOD Matters 	Susan Epifania B. Carpio <i>SGOD, Chief-ES</i>
2:00 p.m.- 2:45 p.m. (45 minutes)	D. Asst. Schools Division Superintendent's Time	Dionesio L. Liwagon, Jr., CESE <i>OIC, Asst. Schools Div. Superintendent</i>
2:45 p.m.- 3:30 p.m. (45 minutes)	E. Schools Division Superintendent's Time	Nimfa R. Lago, PhD, CESO VI <i>Assist. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i>
3:30 p.m.- onwards	Tribute to the DMANCOM Family Retiree for CY 2022	Melanie G. Lagus <i>PESPA President</i> Lilibeth Y. Abamonga <i>DAPPSHI President</i> Susan Epifania B. Carpio <i>Chief-ES, SGOD</i> Anacleta A. Gacasan <i>Chief-ES, CID</i> Dionesio L. Liwagon, Jr., CESE <i>OIC, Asst. Schools Div. Superintendent</i> Nimfa R. Lago, PhD, CESO VI <i>Assist. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i>
OPEN FORUM Adjournment/Closing Prayer Singing of Pilipinas Kong Mahal		



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**4TH DIVISION MANAGEMENT COMMITTEE (MANCOM)
MEETING FOR CY 2023
BE PALACE HOTEL, VALCONCHA ST. AGUADA, OZAMIZ CITY
September 1, 2023 (Friday)
8:30 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. GONJOB	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

LIST OF PARTICIPANTS

NO.	NAMES	SEX	DESIGNATION
27	ANGELITA M. MARIBOJOC	F	Education Program Supervisor
CURRICULUM IMPLEMENTATION DIVISION			
28	PONGASE, IMELDA D.	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. LOMOCOSO	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	ERNESTO C. ANTEOLA, JR.	M	Dentist II
46	CESAR A. BAGALOYOS	M	Dentist II
47	SAMIE B. ASO	M	Education Program Specialist II
48	JEANELEI L. CAROLINO	F	Education Program Specialist II
49	ANTHONY P. MAROLLANO	M	Education Program Specialist 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

LIST OF PARTICIPANTS

DISTRICT 2			
NO.	NAMES	SEX	DESIGNATION
56	EUGENIO C. BUCOG, P I	M	Ozamiz City Central High School
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			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	PRIMENCITA G. BAGUIO, P I	F	Embargo Elementary School
69	JANE A. CREDO, HT III	F	Gotocan Elementary School
70	MARITES B. BARRIENTOS, P II	F	Labo Central School
71	EMELITO C. VIERNES, HT III	M	Mintalar Elementary School
72	MIRALUNA M. GAABUCAYAN, P I	F	Domingo A. Barloa Integrated School
73	MARY JANE A. PONDAR, P I	F	Sangay Integrated School
74	EDILBERTO B. PONGASE JR., P II	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	ANGEL GRACE E. BANDIALA, P I	F	Hilarion J. Ramiro Elementary School
78	MARIE CLAIRE B. FUENTES, P I	F	Maximino S. Laurete, Sr. Central School
79	LADY SHAMMAH E. BELO, HT III	F	Roman E. Mabanag, Sr. Elementary School
80	LYDIA G. SALVADOR, P I	F	Faustino C. Decena Integrated 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	Capucao C Elementary School
84	JUPEY Q. RUPINTA, TIC-T III	M	Pershing Tan Queto Sr. Elementary School
85	MARLON A. GORDOVE, P I	M	Tipan Elementary School
86	AMMIE A. OGAO-OGAO, P I	F	Capucao Integrated School
87	GEM P. ACAPULCO, TIC-T III	M	Guingona 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	DARLENE SHEILA J. PESCADOR, HT III	F	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	MA. PATRICIA M. MAPUTI, P I	F	Pulot Elementary School
98	LALAIN Y. PONCE, P I	F	Cruz Lanzado Saligan Integrated School
99	MAIDA S. GARNADA, P I	F	Dimaluna 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 III	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

LIST OF PARTICIPANTS

108	THELMA A. MORENO, P I	F	Labinay National High School
109	ESTER F. VIERNES, P I	F	Tabid National High School

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