



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

December 6, 2023

**DIVISIONAL MEMORANDUM**

No. 362 s. 2023

**5<sup>th</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR CALENDAR YEAR 2023 CUM YEAR-END PERFORMANCE  
REVIEW AND EVALUATION**

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 5<sup>th</sup> Division Management Committee (MANCOM) Meeting for Calendar Year 2023 cum Year-End Performance Review and Evaluation at the Division Training Hall, IBJT Compound, Carangan, Ozamiz City on December 21, 2023, Thursday, 8:00 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 Six Hundred Forty-Five Pesos Only (P645.00) 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 December 20, 2023.
4. Previously approved Vacation Leave of Absence of target participants is deemed recalled due to the above-mentioned activity.



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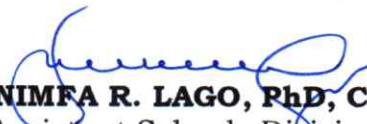




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5. Enclosed is the indicative program of activities and list of participants for guidance and reference.
6. The participation of school leaders to this meeting adheres to this Office's Implementation of Equal Opportunity Policy (EOP) that is regardless 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, PhD, 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 5<sup>th</sup> Division Management Committee (MANCOM) Conference for CY 2023  
\_\_\_/December 6, 2023



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**5TH DIVISION MANAGEMENT COMMITTEE (MANCOM)  
MEETING FOR CY 2023**

**Venue: Division Training Hall, IBJT Compound, Carangan, Ozamiz City**

**December 21, 2023 (Thursday)**

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

**LIST OF PARTICIPANTS**

<b>NO.</b>	<b>NAMES</b>	<b>SEX</b>	<b>DESIGNATION</b>
<b>OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT</b>			
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 / Budget Officer
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
<b>CURRICULUM IMPLEMENTATION DIVISION</b>			
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, CESE	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
28	PONGASE, IMELDA D.	F	Education Program Supervisor

## LIST OF PARTICIPANTS

NO.	NAMES	SEX	DESIGNATION
<b>CURRICULUM IMPLEMENTATION DIVISION</b>			
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
<b>SCHOOL GOVERNANCE AND OPERATIONS DIVISION</b>			
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	ORVIN JOEL T. GAYOSO	M	Technical Assistant III
42	ELL JUNE S. ABUCAY, CESE	M	Planning Officer III / OIC-SEPS
43	MARY JOY G. DOROMAL	F	Senior Education Program Specialist
44	ROSALYN M. LATO	F	Senior Education Program Specialist
45	ARLENE C. VIA	F	Senior Education Program Specialist
46	ERNESTO C. ANTEOLA, JR.	M	Dentist II
47	CESAR A. BAGALOYOS	M	Dentist II
48	SAMIE B. ASO	M	Education Program Specialist II
49	JEANELEI L. CAROLINO	F	Education Program Specialist II
50	ANTHONY P. MAROLLANO	M	Education Program Specialist II
51	RHONA M. AGUSTIN	F	Project Development Officer II
52	JAN LIANNE M. OZARAGA	F	Project Development Officer I
53	CHRISTINE M. RIGODON	F	Project Development Officer I
<b>SCHOOL HEADS</b>			
<b>DISTRICT 1</b>			
54	CLARINDA FE L. SIMBLANTE, P II	F	Andrea D. Costonera Elementary School
55	MELANIE G. LAGUS, P II	F	Felipe Carreon Central School
56	JOVY O. BONITA, P II	F	Sancho V. Capa Integrated School
57	LILIBETH Y. ABAMONGA, P II	F	Ozamiz City National High School

## LIST OF PARTICIPANTS

NO.	NAMES	SEX	DESIGNATION
<b>DISTRICT 2</b>			
58	EUGENIO C. BUCOG, P I	M	Ozamiz City Central School
<b>DISTRICT 3</b>			
59	CATHERINE C. ORACION, P I	F	Baybay Central School
60	JUVES C. COLARTE, P I	F	Catadman Elementary School
61	JEFFREY B. ARES, HT III	M	Sta. Cruz Elementary School
62			Misamis Annex Integrated School
<b>DISTRICT 4</b>			
63	EFREN A. OLIVEROS, P I	M	Bacolod Elementary School
64	JUSTINA S. BAUL, P I	F	Doña Consuelo Elementary School
65	RAMIL G. CABURAL, P II	M	Gango Elementary School
66	MARJORIE A. SAGARIO, P III	F	Maningcol Central School
67	LUDIVICO B. BARRIENTOS, P II	M	San Antonio Elementary School
68	PAT S. RARA, P III	M	Ozamiz City School of Arts and Trades
69	LORENA P. RIVERA, HT V	F	San Antonio National High School
<b>DISTRICT 5</b>			
70	PRIMENCITA G. BAGUIO, P I	F	Embargo Elementary School
71	JANE A. CREDO, HT III	F	Gotocan Elementary School
72	MARITES B. BARRIENTOS, P II	F	Labo Central School
73	EMELITO C. VIERNES, HT III	M	Mintalar Elementary School
74	MIRALUNA M. GAABUCAYAN, P I	F	Domingo A. Barloa Integrated School
75	MARY JANE A. PONDAR, P I	F	Sangay Integrated School
76	EDILBERTO B. PONGASE JR., P II	M	Labo National High School
<b>DISTRICT 6</b>			
77	JOSEPH L. GALIA, P I	M	Antero D. Hinagdanan Elementary School
78	ADONIS D. GARNADA, HT III	M	Dalapang Elementary School
79	ANGEL GRACE E. BANDIALA, P I	F	Hilarion J. Ramiro Elementary School
80	MARIE CLAIRE B. FUENTES, P I	F	Maximino S. Laurete, Sr. Central School
81	LADY SHAMMAH E. BELLO, HT III	F	Roman E. Mabanag, Sr. Elementary School
82	LYDIA G. SALVADOR, P I	F	Faustino C. Decena Integrated School
83	JEAN B. ALINDO, P I	F	Jose Lim Ho National High School

## LIST OF PARTICIPANTS

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

## LIST OF PARTICIPANTS

NO.	NAMES	SEX	DESIGNATION
<b>SUPPORT STAFF</b>			
112	ARPHIL JOHN A. MADEJA	M	Job Order - OSDS
113	EDUARDO D. BALILI	M	Job Order - OSDS



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**5<sup>TH</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR THE CALENDAR YEAR 2023 CUM YEAR-END PERFORMANCE  
REVIEW AND EVALUATION**

Division Training Hall, IBJT Compound,  
Carangan, Ozamiz City  
December 21, 2023  
8:00 a.m. to 5:00 p.m.

**Indicative Program of Activities**

<b>Time</b>	<b>Activity</b>	<b>In-charge</b>
8:00 a.m.- 8:30 a.m. (30 minutes)	<b>PRELIMINARIES</b>	<b>Federico B. Araniego, Jr.</b> <i>EPS (English)</i> Program Host
8:30 a.m.- 9:30 a.m. (60 minutes)	<b>Opening Program</b> <ul style="list-style-type: none"><li>• Prayer</li><li>• National Anthem</li><li>• Roll Call/Acknowledgement of Participants</li><li>• Declaration of Quorum</li><li>• Call to Order</li></ul> <ul style="list-style-type: none"><li>• Reading and Approval of the Previous Minutes (4<sup>th</sup> Division Management Committee (MANCOM) Conference for the CY 2023)</li><li>• Acceptance of the minutes of previous meeting as read for discussion</li></ul>	<b>AVP c/o Regie A. Catedral</b> <i>ITO-I</i>  <b>Atty. Vincent Sheldon A. Zabala</b> <i>Attorney III</i>  <b>Nimfa R. Lago, PhD,</b> <b>CESO VI</b> <i>Asst. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i>  <b>Anthony P. Marollano</b> <i>SGOD Secretariat</i>



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	<ul style="list-style-type: none"> <li>• Business Arising from the Previous Minutes of the Meeting</li> <li>• Approval of the minutes of the previous meeting</li> <li>• Presentation and Approval of the Agenda for the 5<sup>th</sup> Division MANCOM Conference</li> <li>• MANCOM Meeting Proper</li> </ul>	<p style="text-align: center;"><b>Nimfa R. Lago, PhD,</b> <b>CESO VI</b> <i>Asst. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i></p>
<p style="text-align: center;">9:30 a.m.- 10:00 a.m. <i>(30 minutes)</i></p>	<p><b>A. Office of the Schools Division Superintendent</b></p> <p><b>1. Schools Division Superintendent's Time</b></p>	<p style="text-align: center;"><b>Nimfa R. Lago, PhD,</b> <b>CESO VI</b> <i>Asst. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i></p>
<p style="text-align: center;">10:00 a.m.- 10:30 a.m. <i>(30 minutes)</i></p>	<p><b>2. Asst. Schools Division Superintendent</b></p>	<p style="text-align: center;"><b>Dionesio L. Liwagon, Jr.,</b> <b>CESE</b> <i>OIC, Asst. Schools Div. Superintendent</i></p>
<p style="text-align: center;">10:30 a.m.- 11:00 a.m. <i>(30 minutes)</i></p>	<p><b>3. Fund Utilization Updates</b></p>	<p style="text-align: center;"><b>Maricel D. Avila</b> <i>Accountant III</i> <b>Ivy J. Cabual</b> <i>AO-V (Budget)</i></p>
<p style="text-align: center;">11:00 a.m.- 11:30 noon <i>(30 minutes)</i></p>	<p><b>4. Legal Matters</b></p>	<p style="text-align: center;"><b>Atty. Vincent Sheldon A. Zabala</b> <i>Attorney III</i></p>



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11:30 a.m.- 12:00 noon (30 minutes)	<b>5. Administrative Matters</b>	<b>Dorothy Joy B. Yting</b> <i>Administrative Officer V- (Admin. Services)</i>  <b>Adda Liza J. Saquin</b> <i>Administrative Officer IV- Personnel</i>
12:00 noon- 1:00 p.m. (60 minutes)	<b>LUNCH BREAK</b>	
1:00 p.m.- 1:30 p.m. (30 minutes)	<b>B. Curriculum Implementation Division (CID)</b>	<b>Anacleta A. Gacasan</b> <i>CID, Chief-ES</i>
1:30 p.m.- 2:00 p.m. (30 minutes)	<b>C. School Governance and Operations Division (SGOD)</b>	<b>Susan Epifania B. Carpio</b> <i>SGOD, Chief-ES</i>
<b>End of the 5<sup>th</sup> MANCOM Conference for CY 2023</b>		
<b>Part II</b>	<b>Year-End Performance Review and Evaluation</b>	
2:30 p.m.- onwards	<b>I. Presentation of Year-End Accomplishments</b>  A. Budget and Finance Office B. Administrative Unit C. Curriculum Implementation Division D. School Governance and Operations Division  <b>II. Presentation of Targets for the 1<sup>st</sup> Quarter of CY 2024</b>  A. School Governance and Operations Division B. Curriculum Implementation Division	<b>Dionesio L. Liwagon, Jr., CESE</b> <i>OIC, Asst. Schools Div. Superintendent</i>  <b>Anacleta A. Gacasan</b> <i>CID, Chief-ES</i>  <b>Susan Epifania B. Carpio</b> <i>SGOD, Chief-ES</i>  <b>Dorothy Joy B. Yting</b> <i>AO V- Admin. Services</i>



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**PANDONG**  
*Padayon Asenso Ozamiz*  
#PadayonAsensoOzamiz



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	<p>C. Budget and Finance Office D. Administrative Unit</p> <p><b>Recognition of Non-Teaching Personnel</b></p> <p><b>Words of Inspiration</b></p> <p><b>Community Singing</b></p> <p><b>Closing Prayer and Singing of Pilipinas Kong Mahal</b></p>	<p><b>Ivy J. Cabual</b> <i>AO-V Budget</i></p> <p><b>Maricel D. Avila</b> <i>Accountant III</i></p> <p><b>Top Management</b></p> <p><b>Nimfa R. Lago, PhD,</b> <b>CESO VI</b> <i>Asst. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i></p> <p>SDO Personnel</p> <p><b>AVP</b></p>
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