



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

January 23, 2024

DIVISIONAL MEMORANDUM

No. 034, s. 2024

**1st DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR CALENDAR YEAR 2024**

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 1st Division Management Committee (MANCOM) Meeting for Calendar Year 2024 at the Be Palace Hotel, Valconcha St., Aguada, Ozamiz City on February 2, 2024, Friday, 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, Dentist II, Engineer III, Planning Officer III, Senior Education Program Specialists, Education Program Specialists II, 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. No registration fee shall be collected from the participants. Expenses to be incurred shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
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
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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 1st Division Management Committee (MANCOM) Conference for CY 2024
___/January 23, 2024



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SCHOOLS DIVISION OF OZAMIZ CITY

**1st DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR CALENDAR YEAR 2024**

Venue: Be Palace Hotel, Valconcha St., Aguada, Ozamiz City
February 2, 2024
8:00 a.m. to 5:00 p.m.

Indicative Program of Activities

| Time | Activity | In-charge |
|-------------------------------------|--|---|
| 8:00 – 8:30 a.m. (30 minutes) | PRELIMINARIES | Federico B. Araniego, Jr. <i>EPS-English Program Host</i> |
| 8:30 – 9:30 a.m. (60 minutes) | Opening Program <ul style="list-style-type: none">• Prayer• National Anthem• Roll Call/Acknowledgement of Participants• Declaration of Quorum• Call to Order• Reading and Approval of the Previous Minutes (5th Division Management Committee (MANCOM) Conference for the CY 2023)• Acceptance of the minutes of previous meeting as read for discussion | 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>Asst. Schools Division Superintendent OIC, Office of the Schools Division Superintendent</i> Anthony P. Marollano <i>SGOD Secretariat</i> Nimfa R. Lago, PhD, CESO VI <i>Asst. Schools Division Superintendent 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 1st Division Management Committee (MANCOM) Conference for the CY 2024 • MANCOM Meeting Proper | <p>Nimfa R. Lago, PhD, CESO VI <i>Asst. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i></p> |
| 9:30 – 10:30 a.m. (60 minutes) | <p>A. Office of the Schools Division Superintendent</p> <p>1. Schools Division Superintendent's Time</p> | <p>Nimfa R. Lago, PhD, CESO VI <i>Asst. Schools Division Superintendent</i> <i>OIC, Office of the Schools Division Superintendent</i></p> |
| 10:30 – 11:30 a.m. (60 minutes) | <p>2. Asst. Schools Division Superintendent</p> | <p>Dionesio L. Liwag, Jr., CESE <i>Assistant Schools Division Superintendent</i></p> |
| 11:30 a.m. – 12:00 noon. (30 minutes) | Open Forum | |
| 12:00 noon – 1:00 p.m. | Lunch Break | |
| 1:00 – 1:30 p.m. (30 minutes) | <p>3. Fund Utilization Updates</p> | <p>Maricel D. Avila <i>Accountant III</i> Ivy J. Cabual <i>Administrative Officer V, Budget</i></p> |
| 1:30 – 2:00 p.m. (30 minutes) | <p>4. Legal Matters</p> | <p>Atty. Vincent Sheldon A. Zabala <i>Attorney III</i></p> |



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| | | |
|-------------------------------------|--|--|
| 2:00 – 2:30 p.m. (30 minutes) | 5. Administrative Matters | Dorothy Joy B. Yting <i>Administrative Officer V, Admin. Services</i> Adda Liza J. Saquin <i>Administrative Officer IV, Personnel</i> |
| 2:30 – 3:30 p.m. (60 minutes) | B. Curriculum Implementation Division (CID) Matters | Anacleta A. Gacasan <i>Chief ES, CID</i> |
| 3:30 – 4:30 p.m. (60 minutes) | C. School Governance and Operations Division (SGOD) Matters | Susan Epifania B. Carpio <i>Chief ES, SGOD</i> |
| 4:30 – 5:00 p.m. (30 minutes) | Election of PESPA Officers Open Forum Wrap-Up Closing Prayer Pilipinas Kong Mahal | |



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PANDONG
Empowering the Future
#PadayonAsensoOzamiz

**1ST DIVISION MANAGEMENT COMMITTEE (MANCOM)
MEETING FOR CY 2024**

Venue: Be Palace Hotel, Valconcha St., Aguada, Ozamiz City

February 2, 2024 (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 / 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 L. 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, 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 |

LIST OF PARTICIPANTS

| NO. | NAMES | SEX | DESIGNATION |
|--|--------------------------|-----|-------------------------------------|
| CURRICULUM IMPLEMENTATION DIVISION | | | |
| 27 | ANGELITA M. MARIBOJOC | F | Education Program Supervisor |
| 28 | IMELDA D. PONGASE | 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 | 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 |

LIST OF PARTICIPANTS

| NO. | NAMES | SEX | DESIGNATION |
|---------------------|--------------------------------|-----|---------------------------------------|
| SCHOOL HEADS | | | |
| DISTRICT 1 | | | |
| 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 |
| DISTRICT 2 | | | |
| 58 | EUGENIO C. BUCOG, P I | M | Ozamiz City Central School |
| DISTRICT 3 | | | |
| 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 | LUDIVICO B. BARRIENTOS, P II | M | Misamis Annex Integrated School |
| DISTRICT 4 | | | |
| 63 | EFREN A. OLIVEROS, P I | M | Bacolod Elementary School |
| 64 | JUSTINA S. BAUL, P I | F | Doña Consuelo Elementary School |
| 65 | JUJIE A. BUENBRAZO, P I | M | Gango Elementary School |
| 66 | MARJORIE A. SAGARIO, P III | F | Maningcol Central School |
| 67 | RAMIL G. CABURAL, 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 |
| DISTRICT 5 | | | |
| 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 |

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| NO. | NAMES | SEX | DESIGNATION |
|---------------------|------------------------------------|-----|--|
| SCHOOL HEADS | | | |
| DISTRICT 6 | | | |
| 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 |
| DISTRICT 7 | | | |
| 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 |
| DISTRICT 8 | | | |
| 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 |
| DISTRICT 9 | | | |
| 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 | LALAINA 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 |

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| NO. | NAMES | SEX | DESIGNATION |
|----------------------|-----------------------------------|------------|--------------------------------------|
| SCHOOL HEADS | | | |
| DISTRICT 10 | | | |
| 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 | GREVALIN A. MACALISANG, OIC-T III | 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 |
| SUPPORT STAFF | | | |
| 112 | ARPHIL JOHN A. MADEJA | M | Job Order - OSDS |
| 113 | EDUARDO D. BALILI | M | Job Order - OSDS |