



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

October 24, 2024

DIVISIONAL MEMORANDUM

No. 306, s. 2024

**5th 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 5th Division Management Committee (ManCoM) Meeting for Calendar Year 2024 with District 8 as host at **Royal Garden Hotel., Burgos corner Zamora Sts., Ozamiz City** on October 29, 2024, Tuesday, 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, 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. Participants to this activity are requested to wear a festive attire.
4. Expenses relative to the conduct of the activity shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
5. Previously approved Vacation Leave of Absence of target participants is deemed recalled due to the above-mentioned activity.



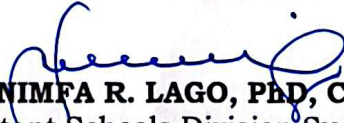

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Our **LEARNERS**: *The Diamonds of the Fortress.*
ASENSO OZAMIZ!



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6. Enclosed is the indicative program of activities and list of participants for guidance and reference.
7. 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.
8. 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 5th Division Management Committee (MANCOM) Conference for CY 2024
___/October 24, 2024



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**5th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR CALENDAR YEAR 2024**

Royal Garden Hotel
Burgos corner Zamora Sts., Ozamiz City
October 29, 2024 - 8:00 a.m. -5:00 p.m.
To be hosted by District 8

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 2024)• Acceptance of the minutes of previous meeting as read for discussion	AVP c/o Regie A. Cathedral <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>ASDS, OIC-SDS</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 of the Agenda for the 5th Division Management Committee (MANCOM) Conference for the CY 2024• Approval of the Agenda for the 5th 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-SDS</i></p> <p>Dionesio L. Liwagon, Jr., CESE <i>OIC-Assistant Schools Division Superintendent</i></p> <p>Nimfa R. Lago, PhD, CESO VI <i>Asst. Schools Division Superintendent</i> <i>OIC-SDS</i></p>
9:30 – 10:00 p.m. (30 minutes)	Fund Utilization Updates	<p>Maricel D. Avila, CPA <i>Accountant III</i> Ivy J. Cabual <i>Administrative Officer V,</i> <i>Budget</i></p>
10:30 – 11:00 a.m. (30 minutes)	Legal Matters	<p>Atty. Vincent Sheldon A. Zabala <i>Attorney III</i></p>
11:00 – 11:30 a.m. (30 minutes)	Administrative Matters	<p>Dorothy Joy B. Yting <i>Administrative Officer V,</i> <i>Admin. Services</i></p> <p>Adda Liza J. Saquin <i>Administrative Officer IV,</i> <i>Personnel</i></p>
11:30 a.m. - 12:00 noon	Curriculum Implementation Division (CID)	<p>Anacleta A. Gacasan <i>Chief ES, CID</i></p>
12:00 noon - 1:00 pm	LUNCH BREAK	



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1:00 – 1:30 p.m. (30minutes)	School Governance and Operations Division (SGOD)	Susan Epifania B. Carpio <i>Chief ES, SGOD</i>
1:30 – 2:15 p.m. (45 minutes)	Asst. Schools Division Superintendent's Time ➤ <i>Latest Updates</i> ➤ <i>Introduction of the Reassigned School Heads</i> ➤ <i>Mass Oath-taking to be administered by the Schools Division Superintendent</i>	Dionesio L. Liwagon, Jr., CESE <i>OIC-Assistant Schools Division Superintendent</i>
2:15 – 3:00 p.m. (45 minutes)	Schools Division Superintendent's Time	Nimfa R. Lago, PhD, CESO VI <i>Asst. Schools Division Superintendent OIC, Office of the Schools Division Superintendent</i>
3:00 p.m. – 5:00 p.m.	Tribute to the Retiree Open Forum Wrap-Up Closing Prayer Pilipinas Kong Mahal	



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