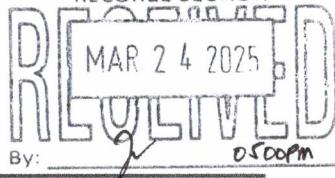




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION



24 Mar 2025

DIVISION MEMORANDUM

No. 113, s. 2025

DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Administrative Officer V
All Schoolheads

1. This Office announces the conduct of the **Division Management Committee (MANCOM) Meeting on March 31, 2025, 9:00 a.m. to 4:00 p.m. at 4th Floor SDO Training Hall.**

2. The objectives of the meeting are, to wit:

- discuss latest DepEd issuances and guidelines; and ensure the compliance of schools and SDO thereto;
- provide directions for End of School Year Rites;
- report the SDO participation and accomplishments in regional activities; and
- lead SDO personnel in preparation for NSPC, NFOT and Palarong Pambansa.

3. Districts 9 and 10 are the host districts for this meeting and shall ensure that the necessary preparations are made.

4. Participants in this meeting are the division chiefs, division/district supervisors, section/unit heads, and elementary/secondary school heads. All attendees are expected to wear the DepEd-prescribed uniform. Enclosed is the program of activities for reference.

5. Expenses relative to the conduct of the activity shall be charged against the Division/School MOOE, subject to the usual accounting and auditing rules and regulations.

6. Immediate and widest dissemination of this Memorandum is desired.

MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated

Reference: None

OSDS/AD / AMC / GMC / DM - Division Management Committee (MANCOM) Meeting
/ 03/24/2025



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Enclosure No.1

PROGRAM OF ACTIVITIES
DIVISION MANAGEMENT COMMITTEE MEETING
March 31, 2025 | 9:00 a.m. to 4:00 p.m.

A.M. 9:00 – 9:10	Opening Prayer Nationalistic Song Himno ng Biñan DepEd Quality Policy Statement	
9:10 – 9:15	Roll Call of Attendees	
9:15 – 9:20	Welcome Remarks Erwin P. Legasto, PSDS - District 9 & Ginalyn M. Garcia, PSDS - District 10	
9:20 – 9:30	Inspirational Message and Call To Order	Manuela S. Tolentino, CESO V <i>Schools Division Superintendent</i>
9:30 – 9:45	Reading and Approval of the Minutes of the Previous meeting	Maureen Jane Q. Alangco <i>Project Development Officer I</i> & Arlene S. Ricasata, CESO VI <i>Assistant Schools Division Superintendent</i>
9:45 – 10:00	AM SNACKS AND HEALTH BREAK	
10:00 – 11:00	Updates from Administrative Office	Ariel M. Cabantog <i>Administrative Officer V</i>
11:00 – 12:00	Updates from School Governance and Operations Division	Bayani V. Enriquez <i>Chief Education Supervisor</i> <i>School Governance and Operations Division</i>
12:00 – 1:00	LUNCH BREAK	
P.M. 1:00 – 2:00	Updates from Curriculum Implementation Division	Mary Ann L. Tatlongmaria <i>Chief Education Supervisor</i> <i>Curriculum Implementation Division</i>
2:00 – 3:30	Superintendent's Hour	Manuela S. Tolentino, CESO V <i>Schools Division Superintendent</i>
3:30 – 3:59	Closing Remarks	Arlene S. Ricasata, CESO VI <i>Assistant Schools Division Superintendent</i>
4:00	Adjournment	Manuela S. Tolentino, CESO V <i>Schools Division Superintendent</i>

Jael Faith T. Ledesma & Dennis R. Estocado
Masters of Ceremony