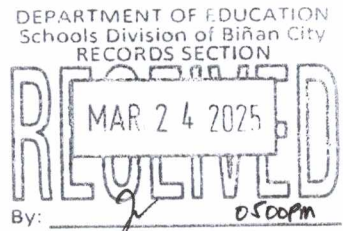




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY



24 Mar 2025

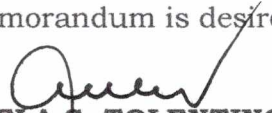
**DIVISION MEMORANDUM**

No. **113**, s. 2025

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

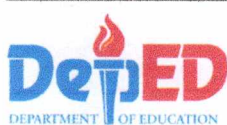
To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Administrative Officer V  
All Schoolheads

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 4<sup>th</sup> Floor SDO Training Hall.**
2. The objectives of the meeting are, to wit:
  - a. discuss latest DepEd issuances and guidelines; and ensure the compliance of schools and SDO thereto;
  - b. provide directions for End of School Year Rites;
  - c. report the SDO participation and accomplishments in regional activities; and
  - d. 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



Address: 102 P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
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Website: [www.depedbinacity.ph](http://www.depedbinacity.ph)



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

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