



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  
Region IV-A  
APR 22 2022  
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21 Apr 2022

**DIVISION MEMORANDUM**

No. 124, s. 2022

**MANAGEMENT COMMITTEE MEETING (MANCOM)**

To : OIC - Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Schoolheads

1. This Office hereby issues this Memorandum to formally announce the conduct of the **Management Committee Meeting (ManCom)** on **April 28, 2022, from 9:00 AM to 5:00 PM** at the **SDO Training Hall**.
2. The agenda of the meeting are following:
  - a. Updates on the implementation of the limited face-to-face classes
  - b. Quarter 4 activities
  - c. End-of-School Year Rites
  - d. Performance Evaluation
  - e. Election related concerns
  - f. Quality Management System (QMS)
  - g. Other matters
3. Each District shall prepare a 3-minute presentation of their activities/experiences relevant to the implementation of the Limited Face-to-Face classes.
4. Participants to this activity are SDO officials and personnel, and schoolheads.
5. Expenses incurred relative to this activity shall be charged against MOOE funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this Memorandum is desired.

**EDNA FAUNA-AGUSTIN**  
Schools Division Superintendent

Encl: As stated

Reference: None

SGOD/PROPER / FRA / 04/21/2022 / DM-Management Committee Meeting (ManCom)



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Enclosure

PROGRAM FLOW

| ACTIVITY   | CONCERNED PERSON   |
|--|--|
| <b>Preliminaries</b>   |  |
| Roll Call  | <b>Donna Jane M. Alfonzo</b><br>EPS II - ALS   |
| Opening Remarks  | <b>Edenia O. Libranda</b><br>Chief Education Supervisor<br>OIC-Office of the Assistant<br>Superintendent |
| Superintendent Hour  | <b>Edna Faura-Agustin</b><br>Schools Division Superintendent   |
| Quarter 4 Activities and End-of-School<br>Year Rites         | <b>Mary Ann L. Tatlongmaria, EdD.</b><br>Chief - CID   |
| Learning Resources Issues, Concerns<br>and Updates           | <b>Evelyn P. De Castro</b><br>Education Program Supervisor<br>LRM  |
| <b>Lunch Break</b>   |  |
| Updates on the Implementation of the<br>Limited face-to-face | <b>Public Schools District Supervisors</b><br>District 1 – District 11                                   |
| Performance Evaluation                                       | <b>Edenia O. Libranda</b><br>Chief Education Supervisor<br>OIC-Office of the Assistant<br>Superintendent |
| Election Matters   | <b>Ariel M. Cabantog</b><br>Administrative Officer V   |
| QMS Matters  | <b>Gertrude A. Anunciacion, PhD</b><br>Quality Management Representative                                 |
| <b>Open Forum</b>  |  |
| Awarding of Safety Seal and<br>Compliance                    | <b>Bayani V. Enriquez, EdD</b><br>Chief - SGOD   |
| Closing Remarks  | <b>Ariel M. Cabantog</b><br>Administrative Officer V   |
| Moderator  | <b>Donna Jane M. Alfonzo</b><br>EPS II - ALS   |
| Minutes Taker  | <b>Marilyn E. Macababbad</b><br>PDO II   |



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