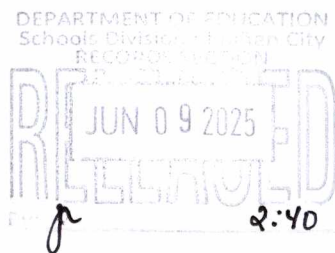




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY



09 Jun 2025

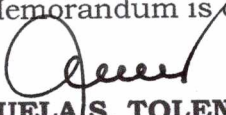
DIVISION MEMORANDUM

No. 191, s. 2025

2ND QUARTERLY MANAGEMENT COMMITTEE (MANCOM) MEETING

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. This Office announces the conduct of the **2nd Quarterly Management Committee (MANCOM) Meeting** on **June 11, 2025, 9:00 a.m. to 4:00 p.m.** at **4th Floor SDO Training Hall.**
2. The activity aims to:
 - a. discuss and finalize preparations for the smooth opening of classes on June 16, 2025;
 - b. address issues and concerns on school operations and management; and
 - c. provide updates on DepEd priorities and programs.
3. Districts 1 and 2 are the host districts for this meeting and shall ensure that the necessary preparations are made.
4. Participants in the 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 – 2nd Quarterly Management Committee (MANCOM) Meeting
/ 06/09/2025



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Enclosure No.1

PROGRAM OF ACTIVITIES
2nd QUARTERLY MANAGEMENT COMMITTEE MEETING
 June 11, 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 Pilar I. De Castro, PSDS - District 1 & Romulo D. Casipit, PSDS - District 2	
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>

(In-charge of Districts 1 & 2)
Master of Ceremonies