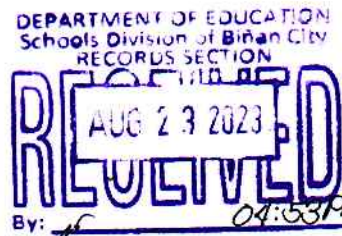




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY



23 Aug 2023

DIVISION MEMORANDUM

No. 358, s. 2023

4th QUARTERLY MANAGEMENT COMMITTEE (MANCOM) MEETING

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

1. The City Schools Division of Biñan City announces the conduct of the 4th Quarterly Management Committee (MANCOM) Meeting on August 25, 2023, from 8:30 a.m. to 12:00 noon at the SDO Biñan Training Hall.
2. The proposed agenda shall focus on the discussion on the implementation of programs, projects, and activities of the following:
 - a. National Learning Camp (NLC);
 - b. Oplan Balik Eskwela (OBE);
 - c. CID/SGOD/OSDS Updates regarding opening of classes S.Y. 2023-2024; and
 - d. Other issues and concerns
3. Attached enclosures are the program committee, program matrix, and list of participants for your perusal.
4. All presentations should be submitted and uploaded on or before August 24, 2023, at 5:00 p.m. at <https://tinyurl.com/SDOBINAN-4thMANCOM2023>.
5. Expenses incurred relative to the conduct of the activity shall be charged against MOOE funds 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

For the Schools Division Superintendent:


EDENIA O. LIBRANDA

Chief Education Supervisor
Officer-in-Charge

Office of the Asst. Schools Division Superintendent

Encl: As stated
Reference: None

CID/PROPER / EPD / / DM - 4th Quarterly Management Committee (MANCOM) Meeting
/ 08/22/2023



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Enclosures:**EXECUTIVE COMMITTEE**

Manuela S. Tolentino, CESO V – Schools Division Superintendent
 Edenia O. Libranda - Asst. Schools Division Superintendent
 Mary Ann L. Tatlongmaria - CID Chief Education Supervisor
 Bayani V. Enriquez - SGOD Chief Education Supervisor

WORKING COMMITTEE

COMMITTEE/IN-CHARGE	TERMS OF REFERENCE
Registration Coordinator Minerva S. Tantiado Vanessa K. Estor Sharon G. Yambao	• Ensure registration of all attendees in the attendance and meal forms.
Program Coordinator Mary Rose M. Magbujos Louiegi K. Marcellana Allan E. Medemilla Rowena K. Ramos Leonora Cruz	• Prepare the printed program matrix and distribute it to the concerned SDO official and personnel. • Gather all the discussants' presentations. • Prepare paraphernalia and other equipment needed in the venue for the conduct of the activity. • Ensure and oversee the smooth flow of the program
Technical Support Larry R. Morando Paul F. Espiritu Justin K. Pactores	• Ensure the functionality of the equipment/gadgets to be used for the smooth flow of the program. • Ensure the availability of microphones during the discussion. • Operate/present the slide decks and assist the presenter.
Documentation QMS Secretariat	• Document the activity. • Record the highlights of the meeting and agreement using the prescribed template. • Wrap up the discussions and agreements of the topics presented for the day.
Event Article Coordinator Marilyn E. Macababbad	• Capture the moments and prepare write-ups for posting on the Biñan website and DepEd Biñan Tayo.
Physical Arrangement/Sound /Food Coordinator Romulo D. Casipit Baldrin B. Belen John Jerold Castillo Phillip M. Ramos	• Coordinate with the caterer for the physical plan set-up of the venue. • Ensure the readiness of the venue before/on the day of the activity by ensuring the equipment needed is complete, sufficient, and functional. • Ensure orderliness and cleanliness of the venue until the end of the program.
M&E Focal Ferdinand R. Arbo	• Prepare the evaluation link for participants' feedback on the activity. • Evaluate the conduct of the activity for necessary improvement.
Health and Safety Coordinator Henrietta M. Nacario	• Monitor the safety of the participants and the venue based on DOH and IATF protocols.
Masters of Ceremony Donna M. Alfonso Erwin P. Legasto	• Ensure the seamless transition of every topic is started and ended in a timely manner based on the program matrix



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PROGRAM MATRIX

TIME	ACTIVITY	PRESENTERS/ASSIGNED FOCAL
7:30-8:30 a.m.	Registration	Registration Coordinator
8:30-8:40 a.m.	Prayer and DepEd Quality Policy Statement	AVP ROWENA K. RAMOS PSDS-District 7
8:40-8:45 a.m.	Welcome Remarks	MARY ANN L. TATLONGMARIA CID Chief
	Roll Call of Participants	ERWIN P. LEGASTO PSDS District 9
8:45-11:35 a.m.	MANCOM MEETING PROPER a. Superintendents' Hour	ENGR. EDENIA O. LIBRANDA OIC-Asst. Schools Division Superintendent
	b. Presentation of Updates	BAYANI V. ENRIQUEZ SGOD Chief MARY ANN L. TATLONGMARIA CID CHIEF ARIEL M. CABANTOG Administrative Officer V MA. OLIVIA A. MIRANDA/ DARWIN S. MALAPAYA Accounting & Budget Unit
	c. Other Issues and Concerns	Unit/Section Heads
	d. Open Forum	
	Clearing House and Presentation of Agreement	QMS Secretariat
11:35-11:55 a.m.	Closing Remarks	BAYANI V. ENRIQUEZ SGOD Chief
	Masters of Ceremony	DONNA JANE M. ALFONSO ERWIN P. LEGASTO



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Certificate No. PHP QMS
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LIST OF PARTICIPANTS

1. Manuela S. Tolentino, CESO V	Schools Division Superintendent	OSDS
2. Edenia O. Libranda	OIC - Assistant Schools Division Superintendent	OASDS
3. Bayani V. Enriquez	Chief Education Supervisor	SGOD
4. Mary Ann L. Tatlongmaria	Chief Education Supervisor	CID
5. Atty. Pacifico Jacinto P. Medina Jr.	Attorney III	Legal Services
6. Lester R. Ramos	Information Technology Officer I	ICT Services
7. Ariel M. Cabantog	Administrative Officer V	Administrative Services
8. Ma. Olivia E. Miranda	Accountant III	Accounting
9. Darwin S. Malapaya	Administrative Officer V - Budget Officer III	Budget
10. Christine G. Arroyo	Administrative Officer IV	Cash Unit
11. Tito G. Pascual	Administrative Officer IV	Personnel Unit
12. Sylvia S. Tanael	Administrative Officer IV	Property and Supply Unit
13. Editha Y. Coloma	Administrative Officer IV	Records Unit
14. Raquel L. Azur	EPS - Filipino	CID
15. Ronaldo P. Bago	EPS - Science	CID
16. Violeta M. Umel	EPS - Math	CID
17. Joel J. Valenzuela	EPS - Araling Panlipunan	CID
18. Angela A. Morando	EPS - MAPEH	CID
19. Lani A. Alonte	EPS - TLE/ALS	CID
20. Rodrigo M. Rodriguez Jr.	EPS - Values Education	CID
21. Rhea DM. Bilbes	EPS - Kinder	CID
22. Evelyn P. De Castro	EPS - LRMDs/OIC-English (Elementary)	CID
23. Ginalyn M. Garcia	PSDS	CID
24. Sonny L. Atanacio	PSDS	CID
25. Reynante M. Sofera	PSDS	CID
26. Erwin P. Legasto	PSDS	CID
27. Rowena K. Ramos	PSDS	CID
28. Leonora C. Cruz	PSDS	CID



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29. Romulo D. Casipit	PSDS	CID
30. Baldrin B. Belen	PSDS	CID
31. Nerra A. Visperas	PSDS	CID
32. Marchy Joy T. Sanchez	EPS II - ALS	CID
33. Donna Jane M. Alfonso	EPS II ALS/OIC-English (Secondary)	CID
34. Marilyn E. Macababbad	PDO II-LRMS	CID
35. Allan E. Medenilla	Librarian II	CID
36. Gertrude A. Anunciacion	Education Program Supervisor	SGOD
37. Isidra L. Galman	Senior Education Program Specialist	SGOD
38. Mary Joy L. Cabiles	Senior Education Program Specialist	SGOD
39. Edward R. Manuel	Senior Education Program Specialist	SGOD
40. Eva Joyce V. Cabantog	Education Program Specialist II	SGOD
41. Charles M. Patio	Planning Officer III	SGOD
42. Precious Joy A. Coronado	Engineer III	SGOD
43. Rhey Ian N. Buluag	Medical Officer III	SGOD
44. Ernane S. Escuvania	PDO II	SGOD
45. Maureen Jane Q. Alangco	PDO I	SGOD
46. Pilar I. De Castro	Principal III	Biñan ES
47. Charity Mae L. Satoquia	Principal I	Canlalay ES
48. Nenette M. Lacuarin	Principal II	Dela Paz Main ES
49. Digna D. Falculan	Principal II	Dela Paz West ES
50. Evangeline U. Mendejar	Principal I	Dr. Jose G. Tamayo MES
51. Grace P. Hufalar	Principal I	Dr. Marcelino Z. Batista MES
52. Rowell G. Regalado	Principal I	Ganado ES
53. Ana Alma G. Ricafort	T-III/TIC	Langkiwa ES
54. Manolito P. Asetre	Principal I	Loma ES
55. Jo Anna Loraine R. Buenafe	Principal I	Malaban East ES
56. Rowena S. Bederico	Principal II	Malaban ES
57. Albert D. Escuvania	Principal I	Mamplasan ES
58. Edna C. Sta Ana	Principal I	Our Lady of Lourdes ES
59. Myrna G. Palma	Principal III	Pagkakaisa ES



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60. Jonard B. Castillo	Principal I	Pedro H. Escueta MES
61. Cherry R. Ang	Principal I	Platero ES
62. Gerardo B. Rey	Principal I	San Francisco ES
63. Ruby C. Almadrones	Principal I	San Vicente ES
64. Rosalyn C. Valderama	Principal I	Soro-Soro ES
65. Dennis R. Estocado	Principal I	Southville 5 ES (Timbao)
66. Roan A. Segales	Principal III	Southville 5A ES-Langkiwa
67. Donnabelle B. Mendoza	Principal I	Sto. Tomas ES
68. Delio E. Escaño	Principal I	Timbao ES
69. Analiza L. San Juan	Principal I	Tomas A. Turalba Mes
70. Roann T. Padua	Principal I	Tubigan ES
71. Jael Faith T. Ledesma	Principal I	Zapote ES
72. Oliver P. Caliwag	Principal II	Biñan Integrated National HS
73. Jerico F. Balmes	Principal I	Biñan City Science and Technology HS
74. Leslie V. Denosta	Principal II	Biñan Secondary School of Applied Academics
75. Reynaldo S. Cabal	T-III/TIC	- Dela Paz NHS
76. Eleonorebiatriz A. Marasigan	T-III/TIC	Mamplasan NHS
77. Ma. Beatriz T. Manaig	Principal II	Nereo R. Joaquin NHS
78. Jeanette Q. Alvarez	Head Teacher IV - OIC	Saint Francis Integrated NHS
79. Jonar C. Olicia	Principal I	Southville 5A Integrated NHS
80. Mildred D. Diña	Principal II	Jacobo Z. Gonzales Memorial NHS
81. Julie Ann D. Natividad	Principal IV	Biñan City Senior High School - San Antonio Campus
82. Marlon B. Flores	Principal I	Biñan City Senior High School - Timbao Campus
83. Rose B. Estiva	Assistant School Principal II	Biñan City Senior High School - Sto. Tomas Campus
84. Rolando A. Tasico	MT II/TIC	St. Anthony Integrated School



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