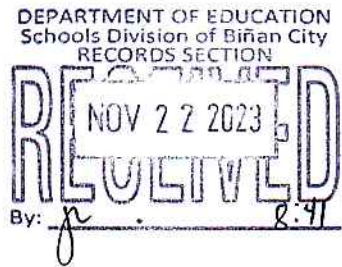




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY



21 Nov 2023

DIVISION MEMORANDUM

No. 477, s. 2023

DIVISION MANAGEMENT COMMITTEE MEETING

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

1. The City Schools Division of Biñan announces the conduct of the Management Committee (MANCOM) Meeting on November 23, 2023, from 8:30 a.m. to 12:00 p.m. at the SDO Biñan Training Hall.
2. The proposed agenda shall focus on the Regional MANCOM Meeting Updates, Issues and Concerns discussed last November 17, 2023 and other schools division activities and concerns:
 - a. Guidelines on the Transfer of Teachers from One Station to Another;
 - b. No Collection Policy from the PTA;
 - c. Guidelines on the Implementation of the Department of Education 235k Christmas Trees for 2023 Project;
 - d. Gawad Edukampyon; and
 - e. Other issues and concerns.
3. Attached enclosures are program committee, program matrix, and list of participants for your perusal.
4. 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.
5. Immediate and widest dissemination of this Memorandum is desired.

MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated
Reference:

OSDS/AD / AMC / JCEC / DM - Division Management Committee Meeting
/ 11/21/2023



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Website: depedbinan.com



Certificate No. PVP QMS
22 93 0055

ENCLOSURES

EXECUTIVE COMMITTEE

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

WORKING COMMITTEE

COMMITTEE/IN-CHARGE	TERMS OF REFERENCE
REGISTRATION COORDINATOR Ma. Olivia E. Miranda Rowena O. Buhat Christine G. Arroyo	• Ensure registration of all attendees in the attendance and meal forms.
PROGRAM COORDINATOR Editha Y. Coloma Jessica Joy P. Alpe Edrin A. Cancan	• Prepare the printed program matrix and distribute it to the concerned SDO officials 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 Lester R. Ramos Larry R. Morando Lucky Dexter Q. Sevilla	• 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 Chonalyn C. Olivar	• Capture the moments and prepare write-ups for posting on the Biñan website and DepEd Biñan Tayo.

PHYSICAL ARRANGEMENT/ SOUND/FOOD COORDINATOR Elizabeth V. Arroyo Roel B. Bongao Manuel Nidea	• 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 Rhey Ian N. Buluag	• Monitor the safety of the participants and the venue based on DOH and IATF protocols.
MASTERS OF CEREMONY Jay Lord L. Floresca Ellaine F. Caravana	• Ensure the seamless transition of every topic is started and ended in a timely manner based on the program matrix

PROGRAM MATRIX

TIME	ACTIVITY	PRESENTERS ./ ASSIGNED FOCAL
7:30 a.m. – 8:30 a.m.	Registration	Registration Coordinator
8:30 a.m. – 8:40 a.m.	Prayer and DepEd Quality Policy Statement	AVP
8:40 a.m. – 8:45 a.m.	Roll Call of Participants	ARIEL M. CABANTOG Administrative Officer V
	Welcome Remarks	EDENIA O. LIBRANDA OIC – Asst. Schools Division Superintendent
8:45 a.m. – 11:35 a.m.	MANCOM MEETING PROPER a. Superintendents' Hour b. Presentation of Updates c. Other Issues and Concerns d. Open Forum	EDENIA O. LIBRANDA OIC – Asst. Schools Division Superintendent
11:35 a.m. – 11:55 a.m.	Clearing House and Presentation of Agreement	QMS Secretariat
11:55 a.m. – 12:00 p.m.	Closing Remarks	BAYANI V. ENRIQUEZ Chief Education Supervisor, SGOD
MASTERS OF CEREMONY Jay Lord L. Floresca Ellaine F. Caravana		

LIST OF PARTICIPANTS

1. Manuela S. Tolentino, CESO V	Schools Division Superintendent	OSDS
2. Edenia O. Libranda	OIC - Assistant Schools Division Superintendent	OASDS
3. Mary Ann L. Tatlongmaria	Chief Education Supervisor, CID	CID
4. Bayani V. Enriquez	Chief Education Supervisor, SGOD	SGOD
5. Ariel M. Cabantog	Administrative Officer V	Administrative Unit
6. Ginalyn M. Garcia	Public Schools District Supervisor	CID
7. Sonny L. Atanacio	Public Schools District Supervisor	CID
8. Erwin P. Legasto	Public Schools District Supervisor	CID
9. Rowena K. Ramos	Public Schools District Supervisor	CID
10. Leonora C. Cruz	Public Schools District Supervisor	CID
11. Romulo D. Casipit	Public Schools District Supervisor	CID
12. Baldrin B. Belen	Public Schools District Supervisor	CID
13. Nerra A. Visperas	Public Schools District Supervisor	CID
14. Pilar I. De Castro	Principal III	Biñan ES
15. Charity Mae L. Satoquia	Principal I	Canlalay ES
16. Nenette M. Lacuarin	Principal II	Dela Main ES
17. Digna D. Falculan	Principal II	Dela Paz West ES
18. Evangeline U. Mendejar	Principal I	Dr. Jose G. Tamayo MES
19. Grace P. Hufalar	Principal I	Dr. Marcelino Z. Batista MES
20. Rowell G. Regalado	Principal I	Ganado ES
21. Ana Alma G. Ricafort	T-III / TIC	Langkiwa ES
22. Manolito P. Asetre	Principal I	Loma ES

23. Jo Anna Lorraine R. Buenafe	Principal I	Malaban East ES
24. Rowena S. Bederico	Principal II	Malaban ES
25. Albert D. Escuvania	Principal I	Mamplasan ES
26. Edna C. Sta. Ana	Principal I	Our Lady of Lourdes ES
27. Myrna G. Palma	Principal III	Pagkakaisa ES
28. Jonard B. Castillo	Principal I	Pedro H. Escueta MES
29. Cherry R. Ang	Principal I	Platero ES
30. Gerardo B. Rey	Principal I	San Francisco ES
31. Ruby C. Almadrones	Principal I	San Vicente ES
32. Rosalyn C. Valderama	Principal I	Soro-Soro ES
33. Dennis R. Estocado	Principal I	Southville 5 ES
34. Roan A. Segales	Principal III	Southville 5A ES
35. Donnabelle B. Mendoza	Principal I	Sto. Tomas ES
36. Delio E. Escaño	Principal I	Timbao ES
37. Ana Liza L. San Juan	Principal I	Tomas A. Turalba MES
38. Roann T. Padua	Principal I	Tubigan ES
39. Jael Faith T. Ledesma	Principal I	Zapote ES
40. Oliver P. Caliwag	Principal II	Biñan Integrated NHS
41. Jerico F. Balmes	Principal I	Biñan City Science and Technology HS
42. Leslie V. Denosta	Principal II	BSSAA
43. Reynaldo S. Cabal	T-III / TIC	Dela Paz NHS
44. Eleonofebiatriz A. Marasigan	T-III / TIC	Mamplasan NHS
45. Ma. Beatriz T. Manaig	Principal II	Nereo R. Joaquin NHS

46. Ma. Beatriz T. Manaig	Principal II	Nereo R. Joaquin NHS
47. Jeanette Q. Alvarez	Head Teacher IV – OIC	Saint Francis Integrated NHS
48. Jonar C. Olicia	Principal I	Southville 5A INHS
49. Mildred D. Diña	Principal II	JZGMNHS
50. Julie Ann D. Natividad	Principal IV	BCSHS – San Antonio Campus
51. Marlon B. Flores	Principal I	BCSHS – Timbao Campus
52. Rose B. Estiva	Assistant School Principal II	BCSHS – Sto. Tomas Campus
53. Rolando A. Tasico	MT II / TIC	St. Anthony Integrated School
54. Pacifico Jacinto P. Medina Jr.	Attorney III	Legal Services
55. Ronaldo P. Bago	Education Program Supervisor – Science	CID
56. Rhea DM. Bilbes	Education Program Supervisor - Kindergarten	CID
57. Evelyn P. De Castro	Education Program Supervisor – LRMDs	CID
58. Gertrude A. Anunciacion	Education Program Supervisor	SGOD
59. Eva Joyce V. Cabantog	Education Program Specialist II	SGOD
60. Ernane S. Escuvania	Project Development Officer II (DRRM)	SGOD
61. Maureen Jane Q. Alangco	Project Development Officer I	SGOD
62. Henrietta M. Nacario	Nurse II	SGOD
63. Isidra L. Galman	Senior Education Program Specialist	SGOD
64. Mary Joy L. Cabiles	Senior Education Program Specialist	SGOD