



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

DEPARTMENT OF EDUCATION
Schools Division Office

03 SEP 2021

03 Sep 2021

DIVISION MEMORANDUM

No. 231e, s. 2021

DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

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

1. This Office announces the conduct of the **Division Management Committee (ManCom) Meeting** on **September 8, 2021 at 8:00 a.m. – 12:00 p.m. via Google Meet.**
2. This activity aims to discuss the:
 - a. issues, concerns, and updates on Administrative, Finance, Curriculum, and Governance matters;
 - b. opening of school year activities; and
 - c. other matters.
3. Participants to this meeting are the SDO officials and personnel, and school heads who are expected to log in 10 minutes before the actual start of the program. Chiefs and section/unit heads are in-charge of ensuring that all concerned personnel under their jurisdiction are present in the activity.
4. Google meet link will be sent an hour (1) before the meeting proper through their respective group chats.
5. Enclosed is the program flow of the meeting.
6. Immediate dissemination of this Memorandum is desired.


EDNA FAURA-AGUSTIN

Schools Division Superintendent

Encl: As stated
Reference: None

SGOD/PROPER / DM-Division Management Committee (ManCom) Meeting
/ 09/02/2021



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PROGRAM FLOW

TIME	ACTIVITY	CONCERNED PERSON
8:00 a.m. – 8:10 a.m.	Preliminaries	
8:10 a.m. – 8:15 a.m.	Opening Remarks	Ariel M. Cabantog Administrative Officer V
8:15 a.m. – 8:20 a.m.	Inspirational Message	Edna Faura-Agustin Schools Division Superintendent
8:20 a.m. – 8:50 a.m.	Presentation of Administrative Unit	Ariel M. Cabantog Administrative Officer V
8:50 a.m. – 9:20 a.m.	Presentation of Finance Unit	Darwin S. Malapaya Budget Officer III
9:20 a.m. – 9:50 a.m.	Presentation of CID Office	Mary Ann L. Tatlongmaria Chief, CID
9:50 a.m. – 10:20 a.m.	Presentation of SGOD Office	Bayani V. Enriquez Chief, SGOD
10:20 a.m. – 10:50 a.m.	Presentation of Elementary Schools	School Head (Elementary Level) Representative
10:50 a.m. – 11:20 a.m.	Presentation of Secondary Schools	School Head (Secondary Level) Representative
11:20 a.m. – 11:50 a.m.	Open Forum	
11:50 a.m. – 12:00 p.m.	Closing Remarks	Edgardo B. Militante Assistant Schools Division Superintendent

