



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

February 20, 2023

DIVISION MEMORANDUM

SGOD No. 18, s. 2023

**CONDUCT OF THE 1st DIVISION MANAGEMENT COMMITTEE MEETING FOR
CALENDAR YEAR 2023**

To: OIC – Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Heads
This Division

1. To ensure smooth management and operations in the Office and schools, this is to inform the field that the 1st Division management Committee Meeting for Calendar Year 2023 shall be conducted on February 22, 2023 which shall start at exactly 9:00 o'clock in the morning at the Division Office Conference Hall, City of Tacurong.

2. The participants to this meeting are all members of the Division Management Committee Meeting, to wit:

- 2.1. Schools Division Superintendent;
- 2.2. OIC – Assistant Schools Division Superintendent;
- 2.3. Division Section Heads;
- 2.4. All Members of the Curriculum Implementation Division;
- 2.5. All Members of the School Governance and Operations Division; and
- 2.6. All Elementary and Secondary School Heads.

3. The agenda of the meeting includes discussion of the following:

- 3.1. DepEd Memorandum No. 008, s. 2023;
- 3.2. Updates from the CID;
- 3.3. Updates from the SGOD;
- 3.4. Updates on Personnel Matters;
- 3.5. Updates from Accounting and Budget Sections; and
- 3.6. School Division Superintendent's Concerns and Updates.



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4. The Indicative Schedule of Activities is hereunder for the reference and guidance of all attendees:

Time	Topic	Responsible Unit/Person
9:00 – 9:30	Preliminaries	Zenaida B. Porras, AO V
9:31 – 12:00	DepEd Memorandum No. 008, s. 2023	Arlene Rosa G. Arquiza, CES Mayflor D. Romualdo, CES Randy E. Porras, EPS
12:01 – 1:00	Break	
1:01 – 1:30	Updates from the CID	CID Members
1:31 – 2:00	Updates from SGOD	SGOD Section Heads
2:01 – 2:30	Administrative matters	Zenaida B. Porras, AO V
2:31 – 3:00	Updates from Budget and Accounting Sections	Jonel G. Solomon, CPA Sheryll A. Moradas, AO V
3:01 – 4:00	Schools Division Superintendent's Time	Miguel P. Fillalan Jr., CESO VI, SDS
4:01 – 4:30	Wrap – up Closing Prayer	Ernie P. Pama, EPS

5. Expenses that will be incurred during this activity shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.

6. Widest dissemination of this Memorandum is enjoined.

MIGUEL P. FILLALAN JR., CESO VI
Schools Division Superintendent

Enclosure: None
Reference: DM 008, s. 2023
Allotment: 1 – 2 – 3 – 4

To be indicated in the Perpetual Index under the following subjects:

MANAGEMENT COMMITTEE MEETING

SCHOOL HEADS



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