



Republic of the Philippines
Department of Education

Region XII
Schools Division Office of Tacurong City

June 30, 2023

DIVISION MEMORANDUM
OSDS No. 89 s. 2023

SPECIAL DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING 2023

TO: Chiefs, SGOD and CID
Education Program Supervisors
All School Heads
All Division Office Employees

1. The **Special Division Management Committee (DMANCOM) Meeting** is scheduled on July 6, 2023 that starts at 8:30 in the morning at SDO Conference Room, SDO Tacurong City.
2. Agenda for discussion are as follows:
 - a. Guidelines on Implementation of National Learning Camp; and
 - b. SDO Action Plan;
 - c. Other related matters
3. Attendees to the 2nd DMANCOM are the following:
 - a. Schools Division Superintendent
 - b. Assistant Schools Division Superintendent
 - c. All Chiefs of the Functional Divisions
 - d. All Education Program Supervisors
 - e. Secondary School Heads
 - f. NLC-TWG
 - g. DMANCOM Secretariat
4. Discussant and reporters are encouraged to prepare a **powerpoint** presentation. The DMANCOM Secretariat shall document the proceedings and submit the Minutes of the Meeting **five days** after the convergence.
5. Since this is an in-person meeting, all attendees are required to comply with the minimum health and safety protocols set by the Local IATF, LGU and DepEd such as social distancing. All attendees are also required to accomplish the Health Declaration Form.
6. School Heads are also required to do the workshop after all discussions to be submitted to the link: bit.ly/3NTglpr
7. Enclosed is the Indicative Schedule of Activities for reference.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph



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8. Meals, snacks, supplies and other related expenses to be incurred shall be charged from the local funds, subject to existing accounting and auditing rules and procedures.
9. For the information and compliance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Encl: As stated
Reference: None
Allotment: none
To be included in the perpetual Index under
MEETING MANAGEMENT

MYS/OSDS/DM/ 3rd DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING 2023/ May 29, 2023



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INDICATIVE SCHEDULE OF ACTIVITIES

Time	Activity	Person Responsible
8:00 – 8:30	Registration and Attendance checking	c/o DMANCOM Secretariat
8:30 – 9:00	Opening Program <ul style="list-style-type: none"> • Singing of the National Anthem • Prayer • Opening Remarks • Message 	c/o DMANCOM Secretariat Mervie Y. Seblor, CESE <i>OIC- ASDS</i> GILDO G. MOSQUEDA, CEO VI <i>Schools Division Superintendent</i>
9:00 – 9:10	Meeting Proper <ul style="list-style-type: none"> • Call to Order • Presentation of the Provisional Agenda 	GILDO G. MOSQUEDA, CEO VI <i>Schools Division Superintendent</i>
9:10 – 10:30	Discussion of the Agenda: <ul style="list-style-type: none"> • Guidelines on Implementation of the National Learning Camp 	Mervie Y. Seblor, CESE
10:30 – 11:00	<ul style="list-style-type: none"> • Presentation of SDO Action Plan 	Arlene G. Arquiza, CES
11:00 – 11:30	<ul style="list-style-type: none"> • Presentation of School Action Plan template 	NLC-TWG
11:30 – 12:00	Schools Division Superintendent's Time	GILDO G. MOSQUEDA, CEO VI <i>Schools Division Superintendent</i>
LUNCH BREAK		
1:00 – 2:00	Other Matters	
2:00 – 2:30	Adjournment	

