



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

January 16, 2024

DIVISION MEMORANDUM

OSDS No. 006 s. 2024

1st DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING

To: Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Division Supervisors
Cluster Heads and School Heads
Members of the SGOD
Unit/Section Heads
All Other Members of the Division Management Committee
This Division

1. The **1st Division Management Committee (DManCom) Meeting** is scheduled on **January 19, 2024 at 8:00 in the morning to 12:00 noon at Angel's Food and Catering Services, 4th Block, Fenandez Subdivision, Tacurong City.**

2. Agenda for discussion are as follows:

- a. Presentation of the SDO OPCRf
- b. Updates from Functional Divisions
- c. Other Matters

3. Attendees to the 1st DManCom Meeting 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. Section and Unit Heads
- f. School Heads
- g. Assistant School Heads
- h. All other Members of DManCom
- i. DManCom Secretariat



Address: Alunan Highway, Poblacion, Tacurong City 9800
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4. Inclusion in the activity is the installation of the incoming Assistant Schools Division Superintendent and sending off of the outgoing Assistant Schools Division Superintendent.
5. Enclosed is the Indicative Schedule of Activities for reference.
6. Meals, snacks, and other incidental expenses to be incurred shall be charged from the Division MOOE subject to existing accounting and auditing rules and regulations.
7. Wide dissemination of this Memorandum is highly enjoined.


ARDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated.
Reference: None
Allocation: None
To be indicated in the *Perpetual Index* under the following subjects:

MEETING PROGRAM

*ZNBADMIN/OSDS/DM/2024 1st DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING CUM
INSTALLATION OF INCOMING ASSISTANT SCHOOLS DIVISION SUPERINTENDENT AND SENDING OFF OF
OUTGOING ASSISTANT SCHOOLS DIVISION SUPERINTENDENT/January 16, 2024*



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Enclosure to Division Memorandum OSDS No. 006, s. 2024: Indicative Schedule of Activities

INDICATIVE SCHEDULE OF ACTIVITIES

Time	Activity	Person Responsible
7:30 – 8:00	Registration	c/o DManCom Secretariat
8:00 – 8:30	Opening Program <ul style="list-style-type: none">• Preliminaries• Opening Remarks• Message	c/o DManCom Secretariat ASDS Mervie Y. Seblon, CESE SDS Gildo G. Mosqueda, CEO VI
8:30 – 9:30	Meeting Proper <ul style="list-style-type: none">• Call to Order• Presentation of SDO OPCRf• Updates from Functional Divisions	ASDS Mervie Y. Seblon, CESE Heads of Functional Divisions
9:30-10:30	Send-Off Program for ASDS Mervie Y. Seblon, CESE Outgoing Assistant Schools Division Superintendent	<ul style="list-style-type: none">• Gildo G. Mosqueda, CEO VI Schools Div. Superintendent
10:30 – 12:00	Installation of ASDS Gilbert B. Barrera, CESE Incoming Assistant Schools Division Superintendent	<ul style="list-style-type: none">• Gildo G. Mosqueda, CEO VI Schools Div. Superintendent• Carlito D. Rocafort, CESO V Director IV



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WORKING COMMITTEES/TECHNICAL WORKING GROUPS
1st DMANCOM MEETING
January 19, 2024

MANAGEMENT COMMITTEE

1. SDS Gildo G. Mosqueda
2. ASDS Mervie Y. Seblon
3. Mayflor D. Romualdo
4. Arlene Rosa G. Arquiza
5. Zenaida B. Porras

ATTENDANCE/REGISTRATION

1. DMANCOM Secretariat

MANCOM PROPER/VENUE & FOOD

1. OSDS

SEND-OFF PROGRAM

1. SGOD

INSTALLATION PROGRAM

1. CID



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