



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

---

September 5, 2024

**DIVISION MEMORANDUM**

OSDS No. 096 s. 2024

**3rd 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 **3<sup>rd</sup> Division Management Committee (DManCom) Meeting** is scheduled on **September 23, 2024** at the Division Office Conference Hall to start at **8:00 in the morning**.

2. Agenda for discussion are the following:

- a. MATATAG Curriculum Implementation
  - Monitoring and Evaluation (M&E) Findings
  - Provision of Learning Resources
  - Introduction of the CMEA Tool
  - School Heads' Workplace Application Project (WAP)
- b. National Learning Recovery Program (NLRP) Highlights and Updates
  - National Learning Camp
  - National Reading Program
  - National Mathematics Program
- c. Catch-Up Fridays Implementation
- d. School-Based Feeding Program (SBFP)
- e. Alignment of School Heads' OPCRf with Office Function Version 3.0
- f. Reiteration of the No Collection Policy
- g. Highlights from DO 002, s. 2024 and DO 005, s. 2024
- h. Clarifications on the Functions of AOs and PDOs
- i. Payroll Downloading Updates
- j. Status of MOOE Downloading and Liquidation



---

**Address:** Alunan Highway, Poblacion, Tacurong City 9800

**Telephone Numbers:** (064)-562-4880; 0919-065-6425

**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)

**Website:** [depedtacurong.org](http://depedtacurong.org)



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

3. Attendees to the 3<sup>rd</sup> 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
4. Enclosed is the Indicative Schedule of Activities for reference.
5. 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.
6. Wide dissemination of this Memorandum is highly enjoined.

  
**GILDO 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**

ZNB/ADMIN/OSDS/DM/2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING/ February 26, 2024



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-562-4880; 0919-065-6425  
**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)



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

Enclosure to Division Memorandum OSDS No. 096, s. 2024: Indicative Schedule of Activities

**INDICATIVE SCHEDULE OF ACTIVITIES**

Time	Activity	Person Responsible
7:30 – 8:00 am	Registration	c/o DManCom Secretariat
8:00 – 8:30 am	Opening Program <ul style="list-style-type: none"><li>• Preliminaries</li><li>• Opening Remarks</li><li>• Message</li></ul>	c/o DManCom Secretariat ASDS Gilbert B. Barrera SDS Gildo G. Mosqueda
8:30 – 9:00 am	Meeting Proper <ul style="list-style-type: none"><li>• Call to Order</li><li>• Reading of the Minutes of Previous Meeting</li><li>• Approval of the Previous Minutes of Meeting</li><li>• Approval of the Provisional Agenda</li></ul>	SDS Gildo G. Mosqueda
9:00-12:00 am	CID Matters  SGOD Matters  OSDS Matters <ul style="list-style-type: none"><li>- Administrative</li><li>- Budget &amp; Accounting</li><li>- ICTU</li></ul>	<ul style="list-style-type: none"><li>• Arlene Rosa G. Arquiza Chief, CID</li><li>• Mayflor D. Romualdo Chief, SGOD</li><li>• Zenaida B. Porras</li><li>• Jonel G. Solomon/ Sheryll A. Morads</li><li>• Joey M. Lozano</li></ul>
12:00 Noon	L U N C H	
1:00-2:00 pm	Continuation of Updates	OSDS
2:00-3:00 pm	ASDS Time	ASDS Gilbert B. Barrera
3:00-4:00 pm	SDS Time	SDS Gildo G. Mosqueda
4:00-5:00 pm	Open Forum	Chief Mayflor D. Romualdo
5:00 pm	Adjournment	



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-562-4880; 0919-065-6425  
**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)