



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

24 March 2025

DIVISION MEMORANDUM

OSDS-2025- 041

2nd DIVISION MANAGEMENT COMMITTEE MEETING 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Division Section Heads
Elementary and Secondary School Administrators
This Division

1. To ensure alignment and provide updates on the different programs and activities, the 2nd Division Management Committee Meeting (DMANCOM) is scheduled on March 31, 2025, at 8:30 in the morning at the Roncal's Event & Catering Services, Brgy. Buenaflor, City of Tacurong.
2. The following are the topics to be discussed during the meeting:
 - 2.a. DM 17, s. 2025: Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers in the School Year 2024-2025;
 - 2.b. Joint Memorandum OSEC-HROD-OPS-2025 with subject: Fast Tracking of Appointment and Filling Up of All Authorized Items;
 - 2.c. Highlights of the Strengthened Senior High School (SHS) Program;
 - 2.d. NFOT, NSPC, Palarong Pambansa 2025, and
 - 2.e. Other matters.
3. Attendees to this management meeting are the regular members of the DMANCOM composed of the Schools Division Superintendent, Assistant Schools Division Superintendent, Functional Division Chiefs, Education Program Supervisors, all members of the CID and SGOD, and all School Administrators of the elementary and secondary schools.
4. The Division Section Heads are advised to prepare a presentation for the topics assigned to be discussed as indicated in the matrix.
5. Enclosed is the Indicative Schedule of Activities for the ready reference of all concerned.
6. Food, venue and other related expenses shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.



Address: Alunan Highway, Poblacion, Tacurong City 9800
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7. For the information and guidance of all concerned.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

For and in the Absence of Schools
Division Superintendent

a. . 6
ARLENE ROSA G. ARQUIZA
Chief, CID

Enclosure: As stated
Reference: RM ORD-2025-008
Allotment: 1 – 2

To be included in the Perpetual Index under the following Subjects:
MANAGEMENT MEETING

ZBP/ADMIN/DM/2ND DIVISION MANAGEMENT COMMITTEE MEETING 2025/ March 24, 2025



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Enclosure to Division Memorandum OSDS 2025 - 041

Indicative Schedule of Activities

Time	Activity	Person Responsible
8:15 – 8:30	Arrival and Attendance	DManCom Secretariat • Jesselle Anne L. Barroga
8:31 – 8:45	Opening Program • Prayer • National Anthem • Regional Hymn • Sultan Kudarat March • Tacurong City Hymn • CSDT Hymn	DManCom Secretariat • Jesselle Anne L. Barroga • Mark Anthony C. Sareno
8:46 – 9:00	Meeting Proper • Call to Order • Approval of the previous MoM • Business arising from the previous MoM • Approval of the provisional agenda	Gildo G. Mosqueda, CEO VI Schools Division Superintendent
Division Section Heads' Time		
9:01 – 10:00	Joint Memorandum OSEC-HROD-OPS-2025 with subject: Fast Tracking of Appointment and Filling Up of All Authorized Items	Zenaida B. Porras Administrative Officer V
10:01 – 10:20	Accounting and Budget Updates	Jonel G. Solomon Accountant III Sheryll A. Moradas AO V
10:21 – 10:40	Admin Updates	Glenda P. Orcinado AO IV
10:41 – 11:00	Supply Updates	Vivien O. Lima AO IV
11:00 – 12:00	CID Updates • Highlights of the Strengthened Senior High School (SHS) Program	Arlene Rosa G. Arquiza CID Chief
12:01 – 1:00	Lunch Break	
1:01 – 2:00	Continuation on CID Updates • NFOT, NSPC, Palarong Pambansa 2025	Arlene Rosa G. Arquiza CID Chief
2:01 – 3:00	SGOD Updates • DM 17, s. 2025: Interim Guidelines for the Department of Education Performance	Mayflor D. Romualdo SGOD Chief



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	Management and Evaluation System for Teachers in the School Year 2024-2025	
3:01 – 3:30	Assistant Schools Division Superintendent’s Time	Gilbert B. Barrera, CESE ASDS
3:31 – 4:30	Schools Division Superintendent’s Time	Gildo G. Mosqueda, CEO VI SDS
4:31 – 5:00	Adjournment	
Home Sweet Home		
Emcee: MARK ANTHONY C. SARENO		



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