



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF TUGUEGARAO CITY

February 18, 2020

DIVISION MEMORANDUM

No. 048, s. 20 20

DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Planning Officer
Division IT Officer
Division Legal Officer
Public Elementary and Secondary School Heads
Documenters
All Concerned

1. The Division of Tuguegarao City will conduct a Management Committee (MANCOM) Meeting on February 21, 2020, 8:00 AM, Gosi National High School.

2. Other schools in the West District are enjoined to assist in the preparation of the host school.

2. The MANCOM schedule and agenda are the following:

7:00-8:00 AM	Mass	c/o SDO
8:00-8:30 AM	Preliminaries	c/o Gosi NHS
9:30-10:00 AM	Break	
10:00-11:00 AM	Presentation of KITE	K-Analiza Talattad Carmen Acain I-Junar Datul Chelo Tangan T-Rizalina Tuliao Grace Macababbad E-Janet Dulin Elpidio Mabasa
11:00-12:00 Noon	Planning Parameters & Computation of Indicator	Yolanda Pagulayan
	BSP/GSP Matters	Jessica Delfin (GSP Council Executive) Alfredo Javier (BSP Council Executive)



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1:00-2:30 pm	Updates	Marie Flor Maramag (AO IV- Personnel) Jovy Claire Tungcul (AO V-Budget) Mariel Cammayo (Accountant III) Flor Marie Turingan (AO IV-Supply)
2:30-3:00 pm	No Collection Policy	Atty. Jeremy Jones Maramag
3:00-4:00 pm	Hiring Guidelines	ASDS Jesus Maggay
4:00-4:30 pm	Other Matters	
	Search for Zero Non-Reader Class/ School	Josephine Gammad
	Reiteration of Division Memo re: Contingency Plans for Teachers on Travel/Leave (D.M. 430 s. 2017)	SDS Reynante Z. Caliguiran
	Monitoring Learner's Attendance	
	Policy on the Conduct of School Convocation/ Activities	
	DO 11, s. 2018 DO 30, 2017 DO 39. S. 2018	Estela Cabaro/Ronnie Arellano

3. Presenters are given the maximum of 10 minutes to deliver their presentations.
4. The documenters are the following:
Attendance-Joan Cacacho
Documenter Rose Dulin (pictures)
Minutes of the Meeting-Suzanne Palmera
5. For information and compliance.


REYNANTE Z. CALIGUIRAN

Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent



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