



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

September 8, 2020

DIVISION MEMORANDUM

No. 140, s. 2020

FACE-TO-FACE DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

To: Assistant Schools Division Superintendent
 Division Chiefs
 Division Unit Heads
 Elementary and Secondary School Heads
 All Others Concerned

1. The Schools Division of Tuguegarao City informs all concerned on the conduct of Face-to-Face Division Management Committee (MANCOM) Meeting on September 14, 2020, 8 o'clock in the morning at Cataggaman Elementary School.
2. The agenda on the aforementioned meeting shall focus on the preparation of all elementary and secondary schools relative to the opening of classes for SY 2020-2021 including significant matters along administrative, finance and operations.
3. Participants to this MANCOM meeting are as follows:

SDS	1
ASDS	1
Division Chiefs	2
EPS SGOD and CID	11
PSDS	4
Legal Officer	1
AO V	1
Medical Officer and Division Nurse	2
Budget Officer	1
Accountant	1
Supply Officer	1
SGOD SEPS	4
Planning Officer	1
PDO DRRM	2
ITO	1
School Heads	34
Secretariat	2
TOTAL	70



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4. All School Heads are required to submit a soft and hard copy of their report as a pre-requisite to their attendance in the MANCOM. Please go over the attached template for uniformity of reports to be submitted not later than September 11, 2020. Soft copies of reports shall be sent to reynante.caliguiran@deped.ed.gov.ph cc: gina.durian@deped.gov.ph and estela.cabaro@deped.gov.ph.

5. The following school heads are pre-selected to present a 15-minute power point presentation of their school readiness report covering all items identified in the template.

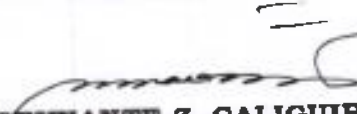
Milagros Quizzagan – Tuguegarao North District
Angel Guiqing – Tuguegarao West District
Victor Taccad – Tuguegarao NorthEast District
Julieta Attaban – Tuguegarao East District
Elpidio Mabazza – Cagayan National High School
Carmen Acain – Tuguegarao City Science High School

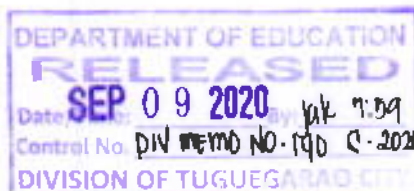
6. In this time of pandemic, all participants are expected to observe safety measures by wearing face mask and to comply with physical distancing protocols of the DOH and IATF during the entire conduct of the meeting.

7. All SDO Senior Citizen MANCOM Members, Assistant Principals, Department Heads, and one identified Master Teacher or Teacher per school are required to participate in the conference through online. A link shall be provider prior to the conduct of the meeting.

8. Expenses incurred during this activity shall be charged against the Division MOOE and other local funds subject to the usual accounting and auditing rules and regulations.

9. For information, guidance and compliance.


REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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