



Republic of the Philippines
Department of Education
REGION VII-CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

**Office of the Schools Division
Superintendent**

February 9, 2023

DIVISION MEMORANDUM

No. 036 , s. 2023

CONDUCT OF THE DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Secondary and Elementary School Heads
All Others Concerned

1. This Office announces the conduct of the **Division Management Committee (MANCOM) at 9:00AM-5:00PM** at DepEd Ecotech Center, Sudlon, Lahug, Cebu City on February 13, 2023.
2. The participants are the Assistant Schools Division Superintendents, Division Chiefs, Education Program Supervisors (EPSVRs), Senior Education Program Specialists (SREPS), Education Program Specialists, Unit/Section Heads and Public Schools District Supervisors (PSDSs). **Proxy** is not allowed unless approved by this Office ahead of the schedule.
3. All Members of the DFTATs and Sub- Office Caretakers shall prepare and present their AVPs of the MID-YEAR INSET monitoring conducted from February 6-10, 2023. Time allotment for the AVP shall not be more than **7 minutes**.
4. Chiefs and all sections heads are also directed to prepare and present their accomplishment report (in power point) for the month of January 2023.
5. Please refer to the following enclosures for your reference:
 41. Enclosure No. 1 Program Matrix
 42. Enclosure No. 2 List of Participants
6. All participants are required to observe the minimum health and safety standards and protocols during the entire conduct of the activity.
7. Participants from the islands (Camotes and Bantayan) shall be accorded free accommodation on Day 0, February 12, 2023 and on the evening of February 13, 2023.
8. First meal will be morning snacks on February 13, 2023 and last meal is packed dinner on February 13, 2023.

9. The Medical Section through the Division Physician Dr. Virgilio C. Tantuico/Asterterie A. Bernales is directed to deploy at least three (3) nurses during the conduct of the activity to take charge of the triage and medical needs of the participants.

10. Expenses incurred for travel, venue, tarpaulin, meals and snacks of the participants, guests and members of the secretariat, materials and supplies shall be charged against **the Division MOOE** subject to its availability and the usual accounting and auditing rules and regulations.

11. This Memorandum serves as **Authority to Travel** for the identified participants.

12. Immediate and wide dissemination of and compliance with this Memorandum are directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

MSA/LMD/FCL/CID/MPF/SOC
February 9, 2023



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Division Management Committee (MANCOM) Meeting

February 13, 2022

New Pavillon, DepEd Ecotech Center, Sudlon, Lahug, Cebu City

PROGRAM MATRIX

Date/Time	TOPICS/ ACTIVITIES	IN-CHARGE/ ASSIGNED PERSONNEL
February 12 (Day Zero)	Preparation of all necessary things/ materials for the Activity.	MANCOM Secretariat
February 13, 2023 /8:00AM – 9:00AM	Registration at the Lobby	MANCOM Secretariat
9:01AM- 10:30AM	OPENING PROGRAM National Anthem Prayer Sugbo Hymn	AVP AVP AVP*
	Welcome Remarks	Dr. Lorenzo M. Dizon CESO VI Assist. Schools Div. Superintendent
	Attendance Check/Roll Call	Mr. Jeremy C. Denampo Administrative Officer V
10:31AM- 11:00AM	<ul style="list-style-type: none"> • Determination of Quorum • Call to Order • Reading and Approval of the Minutes of the Previous Meeting • Business Arising from the Minutes of the previous Meeting Presentation and Approval of the Items in the Agenda of the Meeting	<p>Dr. Marilyn S. Andales CESO V Schools Division Superintendent</p> <p><i>*with Ms. Blessilda Pitogo for the Reading of the Minutes of the Previous Meeting</i></p>
MANCOM PROPER		
11:01AM- 12:00NN	Reporting and AVP Presentation - Office of the Chiefs' ACR	Dr. Mary Ann P. Flores CID Chief Dr. Victor A. YBANEZ SGOD, Chief
	Lunch Break	
1:00PM-2:00PM	Reporting and AVP Presentation of INSET Monitoring	DFTATs
2:00 PM-3:00 PM	Reporting and AVP Presentation of INSET Monitoring	SUB-OFFICE CARETAKERS
3:01 PM – 3:45 PM	Assistant Superintendent's Time	Dr. Lorenzo M. Dizon, EdD CESO VI Assistant Schools Division Superintendent
		Dr. Fay C. Luarez, EdD PhD CESO VI Assistant Schools Division Superintendent
3:45 PM-4:30PM	Superintendent's Time	Dr. Marilyn S. Andales CESO V

		Schools Division Superintendent
4:30PM- 4:50 PM	OTHER MATTERS	
	ADJOURNMENT	
	Closing Prayer	Mr. Louie G. Monteroso OIC SREPS- HRD

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Division Management Committee (MANCOM) Meeting

February 13, 2023

DepEd Ecotech Center, Sudlon, Lahug, Cebu City

LIST OF PARTICIPANTS

1.	Dr. Marilyn S. Andales CESO V	Schools Division Superintendent
2.	Dr. Lorenzo M. Dizon CESO VI	Assistant Schools Division Superintendent
3.	Dr. Fay C. Luarez CESE	Assistant Schools Division Superintendent
4.	Dr. Victor A. Ybañez CESE	CES, Schools Governance & Operations Division
5.	Dr. Mary Ann P. Flores	CES, Curriculum & Implementation Division
6.	Atty. Orville T. dela Cerna	Legal Officer III
7.	Emmanuel F. Mendoza	Information Technology Officer I
8.	Jeremy C. Denampo	Administrative Officer V
9.	Ma. Theresa Peralta	Division Cashier
10.	Maxima M. Truya	Budget Officer III
11.	Desiree C. Ramos	Accountant III
12.	Monina Sarah M. Pomarejos	Administrative Officer IV
13.	Floren C. Semblante	Administrative Officer IV
14.	Patricio J. Gonzaga	Administrative Officer IV
15.	Suzette A. Alvarado	Administrative Officer 2/Assist.to the Supply Officer
16.	Dr. Gerardo S. Mantos	Education Program Supervisor, SGOD
18.	Dr. Roderic T. Goles	Senior Education Program Specialist- M and E
19.	Dr. Margarita A. Nierra	Senior Education Program Specialist- P and R
20.	Maria Socorro N. Relacion	PSDS/Dalaguete Sub-Office Caretaker
21.	Chaney A. Gulfan	Acting Senior Education Program Specialist Soc. Mob/Liloan Sub-Office Caretaker
22.	Glynn Deabanico	Assistant to the SREPS Soc. Mob.
23.	Dr. Norman O. Blanco	Education Program Specialist II – M and E
24.	Louie G. Monteroso	Education Program Specialist II – HRD /Badian Sub-Office Caretaker
25.	Engr. Danny Borces	Unit Head, Engineering Section
26.	Engr. April Custodio	Division Engineer
27.	Engr. Ester Roldan	Division DRRM Coordinator
28.	Dr. Ma. Chona B. Redoble	Education Program Supervisor, English
29.	Araceli A. Cabahug	Education Program Supervisor, Filipino
30.	Juvinar E. Montolo	Education Program Supervisor, Science
31.	Dr. Pamela A. Rodemio	Education Program Supervisor, Math/San Fernando Sub-Office Caretaker
32.	Rosemary N. Oliverio	Education Program Supervisor, AP & Madrasah
33.	Nenita G. Jaralve	Education Program Supervisor, MAPEH/Balamban Sub-Office Caretaker
34.	Jane O. Gurrea	Education Program Supervisor, EsP
35.	Dr. Jose Garry R. Napoles	Education Program Supervisor, TLE/TVL
36.	Maria Elena T. Paras	Education Program Supervisor, Kinder & SPED
37.	Isaiash T. Wagas	Education Program Supervisor, LR
38.	Dr. Clavel D. Salinas	PSDS/Division Coordinator, SHS
39.	Luis Arioja	PSDS, Division Coordinator, ALS
40.	Raul A. Jumao-as	PSDS
41.	Danilo A. Manguilimotan	PSDS
42.	Ivo Adam N. Villordon	PSDS
43.	Joel Umbay	PSDS

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45.	Jenelyn Craste	PSDS
46.	Imelda H. Gealon	PSDS
47.	Cecilia C. Cartilla	PSDS
48.	Dr. Eduardo M. Lumayag	PSDS
49.	Willie M. Adonay, Jr	PSDS
50.	Celieta C. Yabo	PSDS
51.	Jose Glenn L. Niere	PSDS
52.	Elias A. Concha	PSDS
53.	Romeo V. Mejia	PSDS
54.	Vicente T. Tolomia	PSDS
55.	Dr. Relina Sonsona	PSDS
56.	Victoriano I. Borla	PSDS
57.	Dr. Minerva A. Zozobrado	PSDS
58.	Dr. Delia Y. Alocillo	PSDS
59.	Artudio T. Lumapay	PSDS
60.	Dr. Ma. Elizabeth Q. Armamento	PSDS
61.	Eduardo T. Lasala	PSDS
62.	Paterno P. Dandan	PSDS
63.	Dr. Gladys S. Balagtas	PSDS
64.	Clover C. Redula	PSDS
65.	Mary Bel C. Revilla	PSDS
66.	Florencia L. Labang	PSDS
67.	Catalina L. Avila	PSDS
68.	Necifora Rosales	PSDS
69.	Eli D. Carmelotes	PSDS
70.	Joel B. Burog	PSDS
71.	Christopher C. Piodos	PSDS
72.	Lorna Soco	PSDS
73.	Tony T. Aplacador	PSDS
74.	Lani B. Arcilla	PSDS
75.	Nenita B. Abello	OIC, PSDS,
76.	Virgina Juviar	PSDS
77.	Dr. Eva A. Casinillo	PSDS
78.	Dr. Cleofe V. Papango	PSDS,
79.	Chloe S. Garrucha	Caretaker,
80.	Dr. Annabelle S. Alob	PSDS
81.	Victoria D. Santillan	Caretaker, Madrideojos
82.	Dr. Rowena Brian	PSDS
83.	Dr. Omega M. Sol	PSDS
84.	Belen Pogoy	PSDS
85.	Dr. Angeles Bugtai	PSDS
86.	Glicerio Camongay	PSDS
87.	Dr. Samuel M. Ponce	PSDS
88.	Dr. Prescilla R. Cacanog	PSDS
89.	Dr. Remedios Y. Lupo	PSDS
90.	Raul Jumao-as	PSDS
91.	Arnulfo V. Compuesto	PSDS
92.	Dr. Edwina M. Campomayor	PSDS
93.	Nilo Alcaraz	PSDS

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94	Dr. Mercedita M. Arquillano	PSDS
95	Dr. Abbie P. Barnes	PSDS
96	Raquel Solis	PSDS
97	Dr. Dalisay Comediero	PSDS
98	Agustina R. Albiso	Planning Officer III
99	Dr. Virgilio Tantuico	Medical Officer II
100	Dr. Marlene B. Bacus	Dentist In-Charge
101	Namue S. De la Torre	Nurse In-Charge
102	Francis Mkhail Cabigon	Division General Support Officer (GSO)
103	Blesilda Pitogo	Division Publication Coordinator
104	Paz T. Bacolod	PDO I
105	Mark Alquizola	PDO I
106	Elmer Ocarol	Assistant to the Planning Officer
107	Elisa Ybanez	ADAS, SGOD
108	Glycerine Villahermosa	ASDS Office Staff