



Republic of the Philippines  
**Department of Education**  
 Region V  
**SCHOOLS DIVISION OF SORSOGON**

December 10, 2024

**DIVISION MEMORANDUM**

No. 293, s. 2024

**DIVISION MANCOM MEETING FOR THE MONTH OF DECEMBER 2024**

TO : Assistant Schools Division Superintendent  
 Chiefs, CID and SGOD  
 SDO Section Heads  
 Public Schools District Supervisors  
 Division Coordinators  
 Public, Elementary, and Secondary School Heads  
 Technical Working group  
 All Others Concerned

1. The Office will conduct a Division Management Committee Meeting for the month of December 2024 will be hosted by the Office of the Schools Division Superintendent (OSDS) on **December 19, 2024, Thursday** at the venue to be announced later.
2. The activity aims to provide updates on the following:
  - a. updates from Regional Management Committee Meeting
  - b. upcoming activities of DepEd Sorsogon Province Division
  - c. updates on Division Plan of Activities
  - c. operation of SDO sections
  - d. others

3. The participants in this activity are as follows:

<b>Participants</b>	<b>No.</b>
• Schools Division Superintendent	1
• Assistant Schools Division Superintendent	1
• Chief of Curriculum Implementation Division	1
• Chief of School Governance Operations Division	1
• Section Heads	11
• OSDS Personnel	10
• Elementary and Secondary School Heads	531
• Assistant School Principals	3
• Public Schools District Supervisors	23
• Division Coordinators/ALS	5
• Medical Section	
• Medical Officer /Nurse	3
• TWG	10
<b>TOTAL</b>	<b>600</b>

4. Meals and other expenses of participants from the SDO and school heads shall be charged against Division MOOE, while travel expenses of the school heads shall be charged against their school MOOE. All expenses are subject to the usual accounting and auditing rules and regulations.
5. For information and guidance.

  
**JOSE L. DONCILLO, CESO V**  
 Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
 Region V  
**SCHOOLS DIVISION OF SORSOGON**

Enclosure No. 01 to Division Memorandum No. \_\_\_\_s, 2024

**TENTATIVE PROGRAM OF ACTIVITIES**  
**DIVISION MANAGEMENT COMMITTEE MEETING**  
**SORSOGON CONVENTION CENTER**  
**December 19, 2024**  
**8:00AM – 5: 00 PM**

<b>Date/Time</b>	<b>Activity</b>	<b>In-Charge/Resource Person/s</b>
7:30-8:00	Arrival/Registration	
8:00-8:30	Preliminaries <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Opening Prayer</li> <li>• Sorsogon March</li> <li>• Bicol Regional March</li> <li>• DepEd Quality Policy Statement</li> </ul>	<b>SDO Singing Ambassador</b>  <b>Marianne Arines</b> Division Coordinator
8:30 -8:45	<ul style="list-style-type: none"> <li>• Checking of Attendance (Roll Call)</li> </ul>	<b>Jomar E. Enguerra</b> Administrative Officer V
8:45 – 9:15	<ul style="list-style-type: none"> <li>• MANCOM Meeting Proper</li> <li>• Proclamation of Quorum</li> <li>• Call to Order</li> <li>• Review and Approval of the Minutes of the Previous Meeting</li> <li>• Business and Approval of the Previous Minutes</li> </ul>	<b>Gina Q. Tarog, PhD</b> CID Chief
9:15-11:15	<ul style="list-style-type: none"> <li>• Superintendent’s Hour</li> </ul>	<b>Jose L. Doncillo, CESO V</b> Schools Division Superintendent
11:15 -12:00	<ul style="list-style-type: none"> <li>• CID Updates</li> </ul>	<b>Gina Q. Tarog, PhD</b> Chief CID
12:00 – 1:00	Lunch Break	
1:00 – 1:30	Healing Meditation	
1:30 – 2:30	<ul style="list-style-type: none"> <li>• SGOD Updates</li> </ul>	<b>Rex Barbin</b> Education Program Supervisor, SGOD
2:30 – 4:30	<ul style="list-style-type: none"> <li>• Updates from Section Heads</li> </ul>	
4:30 -5:00		<b>Jose L. Doncillo, CESO V</b> Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
 Landline: (056) 211-6461  
 Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
 Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

Enclosure No.02 Division Memorandum No. \_\_\_\_\_, s. 2024

**TECHNICAL WORKING GROUP**

Executive Committee	<b>Jose L. Doncillo, CESO V</b> Schools Division Superintendent
Vice Executive Committee	<b>Gina Q. Tarog, PhD</b> Chief- CID Vice Executive Committee
Documenter	<b>John C. Hidea</b> Administrative Officer II In-Charge of ICT Unit  <b>Robert E. Enrera</b> Admin Aide I ICT Unit
Minutes of Mancom	<b>Marianne Arines</b> Division Coordinator
Ice Breaker	<b>Leonisa Enolva</b> Division Coordinator
Program/Invitation/ Certificate of Appearance	<b>Alona A. Macatangay</b> Administrative Assistant III OSDS  <b>Alyssa Bejerano</b> Administrative Officer II OSDS
Registration/Attendance	<b>PSDS's in charge of the district</b>
Venue Preparation	<b>John Rey J. Perez</b> IT Officer I/ OIC-HRMO
ICT/PPT	<b>John C. Hidea</b> Administrative Officer II In-Charge of ICT Unit
Master of Ceremony	<b>Allana Erica D. Cortes</b> Administrative Assistant II