



Republic of the Philippines

Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

07 June 2023

DIVISION MEMORANDUM
OSDS No. **068**, s. 2023

SECOND QUARTER DIVISION MANAGEMENT COMMITTEE MEETING (DMANCOM) CY 2023

To: SDO ProgCom Members
Public Elementary and Secondary School heads (CES and NHSs)
All Others Concerned

1. The Second Quarter Division Management Committee Meeting (DMANCOM) shall be conducted on **June 14, 2023 at 7:30 a.m.** The venue of the activity shall be at Talisay Integrated School, Lake Sebu 2 District, Lake Sebu, South Cotabato.
2. The activity aims to discuss updates and other various issues and concerns from the different program holders of Schools Division Office's functional divisions.
3. Participants to this activity are the SDO Progcom Members, PESPA Presidents, SCASSA Presidents, and Central Elementary School heads and National High School School heads.
4. Functional Division Chiefs and/or Education Program Supervisors, Section/Unit heads and other Program Holders are enjoined to prepare their PowerPoint presentations on topics/agenda to be discussed and presented during the conduct of the DMANCOM.
5. The electronic copy of the presentations shall be submitted to Ma. Teresa S. Hallegado, SEPS-SMN/DIO at **dio.southcotabato@deped.gov.ph** on or before **June 13, 2023** for final quality assurance.
6. All personnel concerned are advised to refer to the Enclosure 1 for the Indicative Matrix of Activity.
7. Implementation of minimum health protocols such as wearing of face masks and physical distancing shall be strictly adhered during the conduct of the activity.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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8. For any inquiries relative to the conduct of the activity, please contact the Office of the Administrative Officer V-Administrative Services at telephone numbers 228-3742 or the DIO at telephone numbers 228-3801.
9. Immediate dissemination of this Memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in Perpetual Index
under the following subjects:

COMMITTEES
MEETINGS
OFFICIALS

RJS/DM-second quarter DMANCOM meeting CY 2023
0000/June 07, 2023

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SECOND QUARTER DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING

June 14, 2023

ACTIVITY MATRIX

DATE	TIME	MINUTES	TOPICS/ACTIVITIES	PERSONS RESPONSIBLE/FACILITATORS
JUNE 14, 2023	8:00-8:15a.m	15 minutes	Logging in	Host/s/SDSC MANCOM
			PRELIMINARIES	
			Philippine National Anthem	
			Song of Prayer	
			Regional Hymn	
			South Cotabato Hymn	
			SDO South Cotabato's Aspiration, Core Values and Quality Policy	
			SAFETY BRIEFING	
			WELCOME MESSAGE	
			OPENING REMARKS	
8:15-8:30a.m	15 minutes	15 minutes	MULTIMEDIA	JANE MICHELLE L. LASACA PDO II / DRM Coordinator
8:30-8:35a.m	5 minutes	5 minutes		HON. FLORO S. GANDAM Mayor, Lake Sebu
8:35-8:40a.m	5 minutes	5 minutes		JASMIN P. ISLA ASDS
8:40-8:45a.m	5 minutes	5 minutes		

SDOSC-SGOD-HRD-PAAM-v3.0r0.0, effective 02/11/2021



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		DECLARATION OF ACTUAL NUMBER OF PARTICIPANTS PRESENT	
8:45-9:00a.m	10 minutes	CID Personnel	LALAINE S.J. MANUNTAG PHD CID Chief
		SGOD Personnel	CRISTOPHER T. FRUSA Chief, SGOD
9:00-9:30a.m	30 minutes	OSDS Administrative Services	RONALD JIM S. SOMERA AO V
		DMANCOM PROPER	
9:30-10:00a.m	30 minutes	Call to Order	Presiding Officer: LEONARDO M. BALALA, CESE Schools Division Superintendent
		Declaration of a Quorum	
		Reading of the Minutes of the 2nd DMANCOM Meeting for CY 2023	MA. TERESA S. HALLEGADO SEPS/DIO
		Adoption of the Previous Minutes	
		Corrections, and Approval of the Previous Minutes of the Meeting (MoM)	Presiding Officer: LEONARDO M. BALALA, CESE Schools Division Superintendent
		Business Arising from the Previous MoM	
		BUSINESS PROPER	
		AGENDA	



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			<p align="center">SDS TIME</p> <p align="center">ASDS TIME</p> <p align="center">CID UPDATES</p> <p align="center">LUNCH BREAK</p> <p align="center">SGOD UPDATES</p>	<p align="center">Presiding Officer: LEONARDO M. BALALA, CESE Schools Division Superintendent</p> <p align="center">JASMIN P. ISLA ASDS</p> <p align="center">LALAINÉ S.J. MANUNTAG PHD CID Chief</p>
10:00-10:30a.m	30 minutes			
10:30a.m-12:00nn	1hr. 30 Minutes			
12:00nn-1:00p.m	1 hour			
1:00-2:00p.m	1 hour		<ul style="list-style-type: none"> Preparation and Submission of Annual Improvement Plan (AIP) for CY 2024 Teacher Requirements Planning Parameters Early Registration and School Readiness Monitoring and Provision of Technical Assistance 2023 Regional Research Congress Online Survey on Income Generating Project Capability Building for Induction Program for Beginning Teachers (IPBT) Trainers School Building Project for CY 2023 and CY 2024 	<p align="center">CRISTOPHER T. FRUSA Chief, SGOD</p>

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			<ul style="list-style-type: none"> • Second Quarter DMEPA & SGC Functionality • Partnership Updates • Learner Formation Programs, Projects, and Activities • School-Based Feeding Program for SY 2023-2024 • National Disaster Consciousness Month • Reiteration on DepEd MATATAG Branding and End of School Year Standardized Certificates and Diplomas 	
		OSDS UPDATES		
2:00-2:10p.m	10 minutes	Admin / Cash / Payroll / Records / Supply UPDATES		RONALD JIM S. SOMERA AO V
		PERSONNEL		ARLENE L. ALBUNA AO IV
2:10-2:20p.m	10 minutes	ACCOUNTING MATTERS		CARLO P. DIVEDOR, CPA Accountant III
2:20-2:30p.m	10 minutes	BUDGET MATTERS		MAY GRACE TOMANAN DUPA AO V / Budget Officer
2:30-2:40p.m	10 minutes	ICTU UPDATES		VINCENT P. CELDA ITO I



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2:50-3:00p.m	10 minutes	Public Affairs and Information Office	MA. TERESA S. HALLEGADO SEPS / Division Information Officer
3:00-3:10p.m	10 minutes	OATH TAKING OF THE NEWLY HIRED LEGAL OFFICER	RYANDEL M. ALJENDRO Attorney III
3:10-4:00p.m	50 minutes	Awarding Ceremony "Gantimpala Agad Award" Adjournment	LEONARDO M. BALALA, CESE Schools Division Superintendent
END OF THE ACTIVITY MA. TERESA S. HALLEGADO Master of Ceremony			

Prepared by:

RONALD JIM S. SOMERA
Administrative Officer V

Noted by:

JASMIN P. ISLA
Assistant Schools Division Superintendent

APPROVED:

LEONARDO M. BALALA, CESE
Schools Division Superintendent

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