



Republic of the Philippines

Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

11 August 2023

DIVISION MEMORANDUM
OSDS No. **098** s. 2023

THIRD QUARTER DIVISION MANAGEMENT COMMITTEE MEETING (DMANCOM)
CY 2023

To: Division Executive Committee (DExeCom) Members
Public Elementary and Secondary School heads
All Others Concerned

1. The Second Quarter Division Management Committee Meeting (DMANCOM) shall be conducted on **August 17, 2023 at 7:30 a.m.** The venue of the activity shall be at **Municipality of T'boli Gymnasium, T'boli, 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, District PESPA Presidents, District SCASSA Presidents, PSDSs/Principals In-Charge, 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 August 14, 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
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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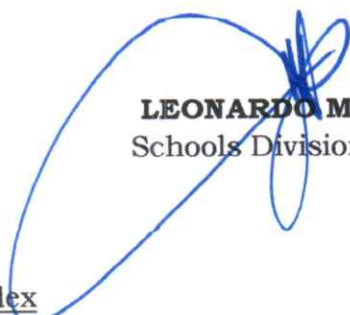
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8. For any inquiries relative to the conduct of the activity, please contact the Office of the Administrative Officer V-Administrative Services at telephone numbers 228-3742 or the DIO at telephone numbers 228-3801.

9. Immediate dissemination of this Memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in Perpetual Index
under the following subjects:

COMMITTEES
MEETINGS
OFFICIALS

RJS/DM-third quarter DMANCOM meeting CY 2023
0000/August 11, 2023

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THIRD QUARTER DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING

August 17, 2023

ACTIVITY MATRIX

| DATE | TIME | MINUTES | TOPICS/ACTIVITIES | PERSONS RESPONSIBLE/FACILITATORS |
|-----------------|--------------|---|--|----------------------------------|
| AUGUST 17, 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 | |
| 8:15-8:30a.m | 15 minutes | SDO South Cotabato's Aspiration, Core Values and Quality Policy | MULTIMEDIA | |
| 8:30-8:40a.m | 10 minutes | SAFETY BRIEFING | JANE MICHELLE L. LASACA PDO II/ DRRM Coordinator | |
| 8:40-8:50a.m | 10 minutes | WELCOME REMARKS | HON. KEO DAYLE T. TUAN Mayor, T ⁷ boli | |
| 8:50-9:00a.m | 10 minutes | OPENING REMARKS | JASMIN P. ISLA ASDS | |
| 9:00-9:10a.m | 10 minutes | MESSAGE | LEONARDO M. BALALA, CESE Schools Division Superintendent | |

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| | | |
|---------------|------------|--|
| 9:10-9:20a.m | 10 minutes | <p align="center">MESSAGE</p> <p align="center">CARLITO D. ROCAFORT, CESO V Director IV</p> |
| 9:20-9:40a.m | 20 minutes | <p align="center">DECLARATION OF ACTUAL NUMBER OF PARTICIPANTS PRESENT</p> <p align="center">CID Personnel LALAINÉ SJ. MANUNTAG PhD CID Chief</p> <p align="center">SGOD Personnel CRISTOPHER T. FRUSA Chief, SGOD</p> <p align="center">OSDS Personnel MA. LUZ E. ESTEMBER Administrative Officer IV</p> |
| 9:40-10:00a.m | 20 minutes | <p align="center">DMANCOM PROPER</p> <p align="center">Call to Order Presiding Officer: LEONARDO M. BALALA, CESE Schools Division Superintendent</p> <p align="center">Declaration of a Quorum MA. TERESA S. HALLEGADO SEPS/DIO</p> <p align="center">Reading of the Minutes of the 2nd DMANCOM Meeting for CY 2023 Presiding Officer: LEONARDO M. BALALA, CESE Schools Division Superintendent</p> <p align="center">Adoption of the Previous Minutes MA. TERESA S. HALLEGADO SEPS/DIO</p> <p align="center">Corrections, and Approval of the Previous Minutes of the Meeting (MoM)</p> <p align="center">Business Arising from the Previous</p> |

SDOSC-OSDS-DIO-NM-13-OrO-0, effective 04/06/2022



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| | | MoM | |
|----------------|------------|--|---|
| | | BUSINESS PROPER | |
| | | AGENDA | |
| 10:00-11:00a.m | 1 hour | CID UPDATES | LALAINE S.J. MANUNTAG PhD CID Chief |
| 11:00-12:00nn | 1 hour | SGOD UPDATES | CRISTOPHER T. FRUSA Chief, SGOD |
| 12:00-1:00p.m | 1 hour | LUNCH BREAK | |
| | | OSDS UPDATES | |
| 1:00-1:20p.m | 20 minutes | Admin/Cash/Payroll/ Records/ Supply UPDATES | MA LUZ E. ESTEMBER Administrative Officer IV |
| 1:20-1:30p.m | 10 minutes | PERSONNEL | NERIE H. TRESBE AO IV (OIC-Personnel Section) |
| 1:30-1:40p.m | 10 minutes | ACCOUNTING MATTERS | CARLO P. DIVEDOR, CPA Accountant III |
| 1:40-1:50p.m | 10 minutes | BUDGET MATTERS | MAY GRACE TOMANAN DUPA AO V/ Budget Officer |
| 1:50-2:00p.m | 10 minutes | ICTU UPDATES | VINCENT P. CELDA ITO I |
| 2:00-2:20p.m | 20 minutes | Public Affairs and Information Office | MA. TERESA S. HALLEGADO SEPS/Division Information Officer |
| 2:20-2:30p.m | 10 minutes | Legal Updates | RYANDEL M. ALEJANDRO |

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SCHOOLS DIVISION OF SOUTH COTABATO

Attorney III

JASMIN P. ISLA

ASDS

Presiding Officer:

LEONARDO M. BALALA, CESE

Schools Division Superintendent

| | | | |
|--------------------------------|------------|------------------|--|
| 2:30-3:00p.m | 30 minutes | ASDS TIME | |
| 3:00-4:00p.m | 1 hour | SDS TIME | |
| Adjournment | | | |
| 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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