



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

02 Feb 2024

DIVISION MEMORANDUM
OSDS No. **016** s. 2024

**2024 1ST QUARTER DIVISION MANAGEMENT COMMITTEE (DMANCOM)
MEETING**

To: Division Executive Committee (DExeCom) Members
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. The 2024 First Quarter Division Management Committee (DMANCOM) Meeting shall be conducted on **February 08, 2024 at 7:30 a.m.** The venue of the activity shall be at **South Cotabato Gymnasium and Cultural Center**, Koronadal City, South Cotabato.
2. This activity aims to discuss various issues and concerns and updates from the different focal persons of Schools Division Office's functional divisions.
3. Participants to this activity are the Division Top Management, Section/Unit Heads, Education Program Supervisors, DMANCOM Members, PSDSs/Principals In-Charge, and Elementary and Secondary School Heads.
4. Functional Division Chiefs, Selected Section/Unit heads and other concerned personnel 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 **February 05, 2024** for final quality assurance dissemination of this memorandum is directed.
6. All personnel concerned are advised to refer to the Enclosure 1 for the Indicative Matrix of Activities.
7. Muslim School Heads may not attend the DMANCOM Meeting. They shall send their representative to the said activity.
8. As such participants are entitled to Copensatory Time-Off (CTO) or Service Credits whichever is applicable for the employee in accordance with CSC and DBM



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



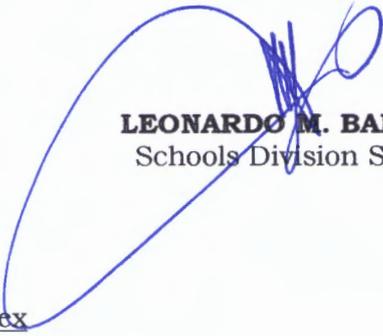
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joint Circular No. 2 s. 2004 or Non-Monetary Renumeration for Overtime Services Rendered.

9. Participants shall be in their **semi-formal attire** during the meeting with shades of **green**.

10. 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.

11. Immediate dissemination of this Memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEES
MEETINGS
OFFICIALS

RJSS/DM- 2024 1st quarter division management committee (DMANCOM) meeting
0000/February 02, 2024



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2024 FIRST QUARTER DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING
February 08, 2024

ACTIVITY MATRIX

DATE	TIME	MINUTES	TOPICS/ACTIVITIES	PERSONS RESPONSIBLE/FACILITATORS
FEBRUARY 08, 2024	7:30-8:10a.m	40 minutes	Registration	Host/s/SDSC MANCOM
			PRELIMINARIES	
	8:10-8:20a.m	10 minutes	Philippine National Anthem	MULTIMEDIA
			Song of Prayer	
			Regional Hymn	
			South Cotabato Hymn	
			SDO South Cotabato's Aspiration, Core Values and Quality Policy	
	8:20-8:25a.m	5 minutes	SAFETY BRIEFING	JANE MICHELLE L. LASACA PDO II/ DRRM Coordinator
8:25-8:28a.m	3 minutes	WELCOME REMARKS	TIMEE G. TORRES-GONZALES Mayor, Tantaran	
8:28-8:33a.m	5 minutes	OPENING REMARKS	LEVI B. BUTHEN Assistant Schools Division Superintendent	



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	8:33-8:38a.m	5 minutes	MESSAGE	LEONARDO M. BALALA, CESO V Schools Division Superintendent
	8:38-8:43a.m	5 minutes	MESSAGE	CARLITO D. ROCAFORT, CESO V Director IV
			DECLARATION OF ACTUAL NUMBER OF PARTICIPANTS PRESENT	
	8:43-8:46a.m	3 minutes	CID Personnel	HERMIE M. JARRA OIC-CID Chief
	8:46-8:48a.m	2 minutes	SGOD Personnel	CRISTOPHER T. FRUSA Chief, SGOD
	8:48-8:50a.m	2 minutes	OSDS Personnel	RONALD JIM S. SOMERA Administrative Officer V
	8:50-09:10a.m	20 minutes	DMANCOM PROPER	
			Call to Order	Presiding Officer: LEONARDO M. BALALA, CESO V Schools Division Superintendent
			Declaration of a Quorum	
			Reading of the Minutes of the 3rd DMANCOM Meeting for CY 2023	MA. TERESA S. HALLEGADO SEPS/DIO
			Adoption of the Previous Minutes	Presiding Officer: LEONARDO M. BALALA, CESO V Schools Division Superintendent
	Corrections, and Approval of the			



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		Previous Minutes of the Meeting (MoM)	
		Business Arising from the Previous MoM	
		BUSINESS PROPER	
		AGENDA	
09:10-09:20a.m	10 minutes	CID UPDATES	HERMIE M. JARRA OIC-CID Chief
09:20-09:50a.m	30 minutes	SGOD UPDATES	CRISTOPHER T. FRUSA Chief, SGOD
		OSDS UPDATES	
09:50-09:55a.m	5 minutes	Admin/Cash/Payroll/ Records/ Supply UPDATES	RONALD JIM S. SOMERA Administrative Officer V
09:55- 10:00a.m	5 minutes	ACCOUNTING MATTERS	CARLO P. DIVEDOR, CPA Accountant III
10:00- 10:05a.m	5 minutes	BUDGET MATTERS	MAY GRACE T. TOMANAN AO V/ Budget Officer
10:05- 10:08a.m	3 minutes	Public Affairs and Information Office	MA. TERESA S. HALLEGADO SEPS/Division Information Officer
10:08- 10:18a.m	10 minutes	ASDS TIME	LEVI B. BUTIHEN Assistant Schools Division Superintendent



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	10:18-12:00nn	42 minutes	SDS TIME	Presiding Officer: LEONARDO M. BALALA, CESO V Schools Division Superintendent
	12:00-01:00p.m	1 hour	LUNCH BREAK	
	Adjournment			
	END OF THE ACTIVITY MA. TERESA S. HALLEGADO Master of Ceremony			

Prepared by:

RONALD JIM S. SOMERA
Administrative Officer V

APPROVED:

LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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