



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

**Office of the Schools Division
Superintendent**

23 Dec 2024

DIVISION MEMORANDUM
OSDS No. **196** s. 2024

2024 FOURTH DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING

To: DEXECOM/ProgCom Members
Public Schools District Supervisors and Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. The Fourth Division Management Committee (DMANCOM) Meeting shall be conducted on **December 27, 2024 at 8:00 a.m. to 12:00 p.m.** via **online platform (Microsoft Teams)**.
2. This activity aims to discuss various issues and concerns and provide updates from the focal persons of the Schools Division Office's functional divisions (OSDS, CID, and SGOD).
3. Participants to this activity are the Division Top Management, Section/Unit Heads, Education Program Supervisors, Public Schools District Supervisors, Principals In-Charge, Elementary and Secondary School Administrators.
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 be presented during the meeting.
5. The electronic copy of the presentations shall be submitted to **Ma. Teresa S. Hallegado, Education Program Supervisor, at dio.southcotabato@deped.gov.ph on or before December 26, 2024** for final quality assurance.
6. All personnel concerned are advised to refer to Enclosure 1 for the Indicative Matrix of Activities. The link for the said activity is: **<https://bit.ly/SDSC4thDMANCOM2024>**
7. For any inquiries relative to the conduct of the DMANCOM, please refer to the Office of the Administrative Officer V-Administrative Services or email us at ronald.somera@deped.gov.ph.



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



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

9. Immediate dissemination of this Memorandum is directed.


LEONARDO M. BALALA. CESO V
Schools Division Superintendent 

Encl.: Activity Matrix

Reference: N o n e

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

COMMITTEES
MEETINGS

OFFICIALS

RJS/DM- 2024 fourth division management committee meeting
0000/December 23, 2024



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

2024 FOURTH DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING

December 27, 2024

ACTIVITY MATRIX

DATE	TIME	MINUTES	TOPICS/ACTIVITIES	PERSONS RESPONSIBLE/FACILITATORS
DECEMBER 27, 2024	7:30-8:00a.m	30 minutes	Logging in	Secretariat
			PRELIMINARIES	
	8:00-8:15a.m	15 minutes	Philippine National Anthem	MULTIMEDIA
			Song of Prayer	
			Regional Hymn	
			South Cotabato Hymn	
			SDO South Cotabato's Aspiration, Core Values and Quality Policy	
	8:15-8:20a.m	5 minutes	SAFETY BRIEFING	JANE MICHELLE L. LASACA EPS/ DRRM Coordinator
8:20-8:30a.m	10 minutes	WELCOME REMARKS	LEVI B. BUTIHEN Assistant Schools Division Superintendent	
8:30-8:40a.m	10 minutes	OPENING REMARKS	CRISTOPHER T. FRUSA Chief, SGOD	



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: south.cotabato@deped.gov.ph



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

	8:40-8:50a.m	10 minutes	MESSAGE	LEONARDO M. BALALA, CESO V Schools Division Superintendent
	8:50-9:00a.m	10 minutes	MESSAGE	CARLITO D. ROCAFORT, CESO V Director IV
			DECLARATION OF ACTUAL NUMBER OF PARTICIPANTS PRESENT	
	9:00-9:05a.m	5 minutes	CID Personnel	MARICHU JEAN R. DELA CRUZ CID Chief
	9:05-9:10a.m	5 minutes	SGOD Personnel	CRISTOPHER T. FRUSA Chief, SGOD
	9:10-9:15a.m	5 minutes	OSDS Personnel	RONALD JIM S. SOMERA Administrative Officer V
	9:15-09:35a.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 2nd DMANCOM Meeting for CY 2024			MA. TERESA S. HALLEGADO EPS/DIO	



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

		Adoption of the Previous Minutes Corrections, and Approval of the Previous Minutes of the Meeting (MoM) Business Arising from the Previous MoM	Presiding Officer: LEONARDO M. BALALA, CESO V Schools Division Superintendent
		BUSINESS PROPER	
		AGENDA	
		OSDS UPDATES	
09:35-09:45a.m	10 minutes	Admin/Cash/Payroll/ Records/ Supply UPDATES	RONALD JIM S. SOMERA Administrative Officer V
09:45-09:55a.m	10 minutes	ACCOUNTING MATTERS	CARLO P. DIVEDOR, CPA Accountant III
09:55-10:05p.m	10 minutes	BUDGET MATTERS	MAY GRACE T. TOMANAN AO V/ Budget Officer
10:05-10:15p.m	10 minutes	Public Affairs and Information Office	MA. TERESA S. HALLEGADO EPS/Division Information Officer
10:15-10:25p.m	10 minutes	CID UPDATES	MARICHU JEAN R. DELA CRUZ CID Chief
10:25-10:35p.m	10 minutes	SGOD UPDATES	CRISTOPHER T. FRUSA Chief, SGOD
10:35-11:15p.m	40 minutes	ASDS's TIME	LEVI B. BUTIHEN Assistant Schools Division



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

				Superintendent
	11:15-12:00nn	45 minutes	SDS's TIME	Presiding Officer: LEONARDO M. BALALA, CESO V Schools Division Superintendent
	Adjournment			
	END OF THE ACTIVITY			
	BLESSY JOIE P. BARNUEVO Master of Ceremony			

Prepared by:


RONALD JIM S. SOMERA
Administrative Officer V

APPROVED:


LEONARDO M. BALALA, CESO V
Schools Division Superintendent



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: southcotabato@deped.gov.ph