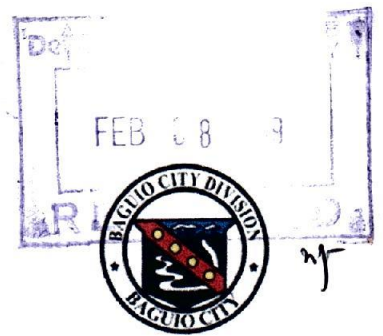




Department of Education
Cordillera Administrative Region
Baguio City Division
#82 Military Cut-Off, Baguio City



February 8, 2019

SPECIAL MANAGEMENT COMMITTEE MEETING

Office Memorandum No. CO1, S- 2019

To: Chiefs
Unit/Section Heads
All others concerned

1. In our effort to improve the Division processes and services as aligned with the ISO 2015 standards, there shall be a special management committee meeting on **February 13, 2019 at 10:30 AM to 4:30 PM** at the Conference Hall.

2. The agenda are as follows:

| Agenda Item | Person in-charge | Presentation |
|---|---|---|
| a. Roll Call | ManCom Secretariat | |
| b. Reading of the Minutes of the previous meeting | ManCom Secretariat | Minutes of the previous meeting (10 mins) |
| c. SDS Hour | SDS Federico P. Martin | Updates |
| d. Performance Management System | OIC-ASDS Soraya T. Faculo Jovelyn Balantin, SEPS HDD | Raters for 2019 Enhanced RPMS |
| e. Cross-cutting Functions | Arthur Tiongan, Chief SGOD Juliet Sannad, Chief CID | Use Attachment A |
| f. Project DOVE | Juliet Sannad, Chief CID | 15 mins |
| g. Updates/Announcement <ul style="list-style-type: none">• Finance• SARO, Budget• BAC• DEDP | Lilibeth Degsi, Accountant III Belen Tomin, Budget Officer Atty Annette Doyaoen, Legal Officer Reynalyn Padsoyan, SEPS | 5 mins each |
| h. Wrap Up | Nieves Ebanio, AO V | |

3. The participants are the Division ManCom Members and selected participants

| | |
|---|-----------|
| SDS and ASDS | 2 |
| Chiefs | 2 |
| Unit Heads/Section Heads (OSDS,SGOD, CID) | 16 |
| PSDS and EPS (CID and SGOD) | 17 |
| Secretariat | 2 |
| TOTAL | 39 |

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4. Lunch and afternoon snack shall be served, charged to local funds and subject to the usual accounting and auditing rules.
5. For compliance and immediate dissemination.

APPROVED:

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

osds/stf

FOR THE SCHOOLS DIVISION SUPERINTENDENT



SORAYA T. FACULO
Officer-in-Charge

Office of the Assistant Schools Division Superintendent

Attachment A

Table 1

| KRA | Performance Indicators | Output | Points Interface with other units/sections/ What unit/section uses your output? |
|-----|------------------------|--------|--|
| | | | |
| | | | |

Table 2: Other programs being conducted

| Program | Sponsor Which agency/org is requesting City, CO, RO, NGO | Output | Points of interface What unit/section do you need to interface with? |
|---------|--|--------|---|
| | | | |
| | | | |