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	Title of Form DIVISION MEMORANDUM		Name of Office OSDS

DepEd DIVISION OFFICE
BAGUIO CITY
OCT 30 2019
RELEASED

Office of the Superintendent
Division Memorandum Number 560, s. 2019

LAST QUARTER MANAGEMENT MEETING

TO: CORE Team
Concerned Personnel

- As a follow through of the agreements during the Quality Management System and Performance Review and in view of the major activities of the Division, there will be a management meeting on **November 5 at 9:00 A. M at the conference room.**
- All participants will present their recommendations relative to the agenda below:

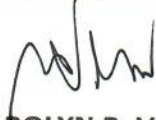
Agenda	Focal
1. Sports: CARAA Hosting City Meet 2019	Jerry Ymson
2. Panagbenga 2020	Elaine Cabuag
3. Calendar of Activities for November –December 2019 a. Family Day b. IPED Day c. Division Office Thanksgiving Day d. Schools/Classroom Thanksgiving Day e. Flag Raising Hosting at City Hall	Nieves Ebanio Jacqueline Lampac
4. Sustaining the Quality Management System (QMS) a. 5S at PFVR and Division Facilities b. Cultural Attire 2019 design c. 2020 Division Calendar of Activities d. DEDP Appraisal schedule e. Development of monitoring tools f. School's Compliance to the school calendar g. School Principal assignment at Rizal NHS	Asteria Fagyan, Jennifer Pulido CID, SGOD, OSDS CID Brendalee Awingan

3. The participants are:

SDS and ASDS- 2	Budget Officer- 1	Jerry Ymson- 1
Chief-CID- 1	Accountant- 1	Jennifer Pulido- 1
AO V- 1	Legal Officer- 1	Brendalee Awingan-1
ITO- 1	Jacqueline Lampac- 1	Asteria Fagyan-1
Secretariat 1		

TOTAL: 14 participants

- Lunch and 2 snacks will be served. All expenses relative to this management meeting shall be charged against local funds subject to the usual accounting and auditing rules.
- For information and compliance.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent