



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent
Division Memorandum No. 178, s. 2020

April 6, 2020

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING DURING WFH
AND THE 1ST DIVISION MANCOM TELECONFERENCE**

TO: CORE Team
All Others Concerned

1. The Division Management Committee (ManCom) Meeting will be conducted during Work From Home through teleconference. The participants are the regular ManCom members and other participants subject to the approval of the SDS.
2. The objectives are:
 - a. provide in-time solutions to emerging issues in schools and DO during WFH,
 - b. establish a reporting system of accomplishments and required reports
 - c. provide directions on the accomplishment of tactical plan and strategic directions
3. The online meeting/teleconference will have the following schedule and venue:
 - a. Once a week, preferably on a Friday, at 9AM -12Noon (subject to emergencies)
 - b. Google Meet/MS Teams/etc
4. The following Terms of Reference will be followed to ensure role clarity:

Lead	Responsibilities
SDS	Presiding Officer
OSDS-Administrative Unit	<ul style="list-style-type: none">• Act as secretariat• Collect agenda suggestions• Provide minutes of the meeting on the google dropbox 3 days after the teleconference• Follow-up presentation materials of FDs/units• Ensures attendance of participants• Coordinate with the SDS
OSDS-IT	<ul style="list-style-type: none">• Sets up technology requirements

Chiefs OSDS Unit Heads SGOD EPS	<ul style="list-style-type: none"> • Present weekly accomplishment report through powerpoint, • Present latest issuances from oversight agencies/higher office and, • Give feedback, proposals and solutions
PSDS	<ul style="list-style-type: none"> • Collect weekly accomplishments of school heads and synthesize

5. Weekly plans and accomplishment reports will be submitted every **Friday of the week**. The following reporting format will be followed to align with the weekly reporting at the Regional ManCom.

Strategy	Activities	Output
Pick the strategies from your PSCP		Include qualitative and quantitative date

6. For the **1st Division Man Com Teleconference** will be **tomorrow, April 8 at 2PM** with the following:
- Sub-ARO and WFP to AR Budget
 - Status on the implementation of PPA's CID Chief, OSDS Unit Heads & SGOD EPS
 - Plans and Accomplishment for the week- CID Chief, OSDS Unit Heads & SGOD EPS
 - Development of ADM as per RO Memo- CID Chief
 - Process flow for communications OSDS Admin and IT
 - Volunteering during WFH SGOD-School Health & Nutrition
 - Schools as Isolation Centers SGOD-DRRM
 - Online Enrolment SGOD-Planning & Research
7. The schedule will be announced at a later date.
8. For information and dissemination.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent