



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

Office of the Superintendent

April 23, 2020

**Division Memorandum 192, s.2020**

**3<sup>RD</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) TELECONFERENCE**

TO: MANAGEMENT CORE MEMBERS  
COVID TASK FORCE CHAIRPERSONS  
ALL OTHERS CONCERNED

1. The 3<sup>rd</sup> Division Management Committee Teleconference will be held on April 24, 2020 at 9:00 in the morning.
2. The participants are:
  - a. SDS
  - b. ASDS
  - c. CID Chief
  - d. SGOD EPS
  - e. OSDS Units Heads (Accountant, Budget Officer, ITO, AO V, Legal Officer)
  - f. COVID Task Force Chairpersons
  - g. NAPSSHI President
  - h. PESPA President

3. The agenda are:

Item	Presenter	Time allotment
1. Preliminaries	Secretariat	5 mins.
2. Operational plan for the opening of classes and delivery of curriculum for the 1 <sup>st</sup> Quarter	Chief J. Sannad	20 mins.
3. Result of 4-day work week survey	ASDS S. Faculo	10 mins.
4. Activities for the Last Week of April 2020 (Functional Divisions)	Chief J. Sannad EPS J. Ymson OSDS Unit Head Rep.	5 mins. each
5. Issues and Concerns from the SDO Functional Divisions and Schools	CID Chief SGOD EPS OSDS Unit Head Rep.	5 mins. each



6. Updates from COVID-19 Task Force	EPS J. Ymson	10 mins.
7. Announcement/Updates from the Regional ManCom	SDS M. Verano	15 mins.
8. Adjournment		

4. All presentations including accomplishment reports (April 20-24) and work plans (April 27-May 1, 2020) will be emailed to [donjose.tolentino@deped.gov.ph](mailto:donjose.tolentino@deped.gov.ph) on or before the conduct of said teleconference.
5. Link for this teleconference will be sent through the participants' DepEd email accounts.
6. For information, guidance and compliance.

**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd CAR Advisory dated March 25, 2020 Re: Delivery of Essential Services

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

MANCOM	4-DAY WORK WEEK	CURRICULUM
COVID-19 TASK FORCE		ACCOMPLISHMENT REPORT
WORK FROM HOME		ECQ

OSDS/ADMIN

