

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

Division Memorandum
No. 23, s. 2021

1ST DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

TO: All Division Core Group Members
Public School District Supervisors
Education Program Supervisors
Unit Heads
Section Heads
Others Concerned

1. Relative to effective planning, management and execution of the projects, programs and activities of the Division, the Schools Division Office (SDO) will have a **face-to-face Management Committee (ManCom) Meeting on January 29, 2021 at the 3rd floor Training Hall from 8AM onwards.**

2. The following are the participants who are required to report physically, to wit:

NAMES	DESIGNATION	
Marie Carolyn B. Verano, CESO V	Schools Division Superintendent	
Christopher C. Benigno	Assistant Schools Division Superintendent	
Arthur Tiongán	Chief Education Supervisor – SGOD	
Juliet C. Sannad	Chief Education Supervisor – CID	
Brendalee C. Awingan	Public Schools District Supervisor	
Santiago L. Bugtong		
Julia L. Ladióng		
Lourdes B. Lomas-e		
Niño M. Tibangay		
Simeon S. Yangyang		
Virginia C. Alindayo		
Marilyn S. Api-it		
Francisco C. Copsiyan		
Nora D. Dalapnas		
Armi Victoria A. Fiangaan	Education Program Supervisor	
Loida C. Mangangey		
Mary Jane N. Malihod		
Lolita A. Manzano		
Lillian S. Pagulongan		
Juliet C. Piok		
Michaelle S. Saganib		
Marina D. Tabangcura		
Nieves D. Ebanio		Administrative Officer V
Lilibeth G. Degsi		Accountant
Harris G. Dizon Jr	IT Officer	
Atty. Annette L. Doyaoen	Legal Officer	
Belen R. Tomin	Administrative Officer V (Budget Officer)	
Sofia G. Bermudez	Administrative Officer IV (Supply Officer)	
Herminia Justina P. Canlas	Administrative Officer IV (Cashier)	
Ma. Louella C. Moncada	Administrative Officer IV (HRMO II)	
Jean L. Orpilla	Administrative Officer IV (Records Officer)	



NAMES	DESIGNATION
Jovelyn Petra T. Balantin	Senior Education Program Specialist – HRD
Elaine B. Cabuag	Senior Education Program Specialist - SocMob
Jocelyn C. Coldeg	Senior Education Program Specialist – SMME
Reynalyn T. Padsuyan	Senior Education Program Specialist – Planning & Research
Engr. Jennifer D. Polido	Engineer – Educational Facilities
Ana Melissa C. Repalda, MD	Medical Officer – SHN
Joseph A. Estigoy	PESPA President
Danilo P. Gayao	NAPSSHI President
Marivic M. Gervero	Non-teaching Employee President
Orden V. Cayso	Teaching Employee President
Alma D. Gayob	Administrative Officer II
Don Jose C. Tolentino	Administrative Officer II

3. Agenda are as follows:

AGENDA	PRESENTOR
I. Preliminaries	c/o Secretariat
II. Presentation of Issues and Concerns and Ways Forward of the following:	
1. OSDS	
a. Accounting Unit	Lilibeth Degsi
b. Administrative Unit	Nieves Ebanio
c. Budget Unit	Belen Tomin
d. ICT Unit	Harris Dizon Jr
e. Legal Unit	Atty. Annette Doyaoen
2. CID	Juliet Sannad
3. SGOD	Arthur Tiongán
III. Updates	ASDS Christopher Benigno SDS Marie Carolyn Verano
IV. Adjournment	
V. Closing Prayer	


4. Please use the format provided hereunder for the presentation of reports.

AREA	ISSUES AND CONCERNS	AGREEMENTS	ACTION TAKEN	WAYS FORWARD
1.				
2.				
3.				

5. Meals and snacks incurred to this activity shall be charged against Division MOOE.

6. All participants are required to strictly follow IATF health protocols during the entire duration of the activity such as but not limited to: wearing of face mask, face shield, and observance of physical distancing.

7. Immediate and wide dissemination of this memorandum is deemed necessary.


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent

