

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

February 16, 2021

Division Memorandum
 No. 43, s. 2021

1st SPECIAL MANAGEMENT COMMITTEE MEETING

To: All Division Core Members
 Others Concerned

1. To address issues and concerns that require immediate action and to disseminate updates emanated from the Regional Management Committee Meeting, this Office announces the conduct of limited Face-to-Face Special ManCom Meeting on Friday, February 19, 2021 at the Division Training Hall, 9:00 in the morning.

3. Participants are the following:

No.	Name	Designation
1	Marie Carolyn B. Verano	Schools Division Superintendent
2	Christopher C. Benigno	OIC-Assistant Schools Division Superintendent
3	Arthur Tiongson	Chief Education Supervisor, SGOD
4	Juliet C. Sannad	Chief Education Supervisor, CID
5	Niño M. Tibangay	Education Program Supervisor, SGOD
6	Brendalee C. Awingan	Public Schools District Supervisor
7	Santiago L. Bugtong	
8	Lourdes B. Lomas-e	
9	Simeon S. Yangyang	
10	Virginia C. Alindayo	
11	Jovelyn Petra T. Balantin	Senior Education Program Specialist
12	Ellaine B. Cabuag	
13	Jocelyn C. Coldeg	
14	Reynalyn T. Padsuyan	
15	Jennifer D. Polido	Engineer III
16	Anna Melissa C. Repalda	Medical Officer III
17	Lilibeth G. Degsi	Accountant
18	Harriz G. Dizon	IT Officer
19	Annette L. Doyaoen	Legal Officer
20	Belen R. Tomin	Budget Officer
21	Nieves D. Ebanio	Administrative Officer V
22	Alma D. Gayob	Administrative Officer II (Secretariat)

4. The agenda to be discussed are as follows:

I. Preliminaries	Secretariat
II. Meeting Proper	ASDS Christopher C. Benigno (Presiding Officer)
1. Discussion on RM No. 042 . 2021 with regards to:	Finance
a. Budget Utilization rate	
b. Submission of reports	
b.1. OPCRf	
b.2. Assessment of learners/ Proficiency Level per grade level per learning area/ intervention/mechanism conducted/facilitating factors	CID
b.3. SBM & LDM status	
c. Compliance to Office of the Directors Call	SGOD



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2. Submission of Weekly Monitoring Report on the Implementation of BE-LCP (RM No. 061 . 2021) a. Self-Learning Module, K to Grade 10 b. Learner Support Aide (LSA) and Non-teaching and Teaching Personnel c. School-Based Feeding Program (SBFP) d. External Partnership (Data)	CID-LRMDS SGOD-HRD/SMME/P&R SGOD-Health & Nutrition SGOD-SOCMOB
3. ISO 9001:2015 Updates a. Risk Management System b. Internal Quality Audit c. Overall Document Controller d. Continuous Improvement e. General Housekeeping	Arthur Tiongan Juliet C. Sannad Reynalyn T. Padsuyan Santiago L. Bugtong Nieves D. Ebanio
III. SDS Time	SDS Marie Carolyn B. Verano
IV. Adjournment Closing Prayer	

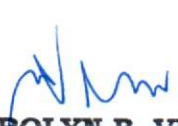
4. To facilitate the discussion on item 1 & 2 under meeting proper, all participants are requested to have a copy of all the issuances aforementioned.

5. For the presentation of update/report of the above mentioned agenda/topics, please use the template below:

Accomplishment	Issues and Concern	Action Taken/Ways Forward

6. Participants are directed to strictly observe the minimum health standards protocol during the entire duration of the meeting.

7. For your information, guidance and compliance.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



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