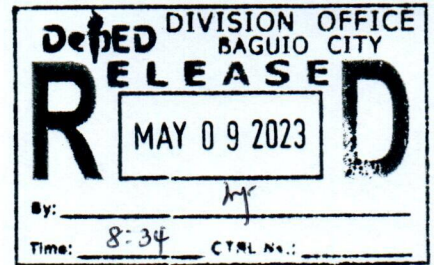




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



08 May 2023

DIVISION MEMORANDUM

No. 178, s. 2023

DIVISION MANAGEMENT COMMITTEE MEETING

**TO : CHIEF EDUCATION SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 SECTION/UNIT HEADS
 PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
 ALL OTHERS CONCERNED**

1. This Office announces the conduct of the Management Committee meeting on **May 16, 2023, Tuesday from 8:30am** onwards which will be held face to face at the Division Training Hall.
2. Participants to the said meeting are the following:
 - a. SDS and ASDS (2)
 - b. CID and SGOD Chiefs (2)
 - c. Public Schools District Supervisors (9)
 - d. Education Program Supervisors (9)
 - e. Senior Education Program Specialists (4)
 - f. Medical Officer (1)
 - g. Education Facilities In-charge (1)
 - h. ALS EPS-II (1)
 - i. OSDS Section Heads (5)
 - j. Support Staff (2)
 - k. Elementary and Secondary School Heads (67)

3. The agenda to be discussed are the following:

Topic	Personnel In-charge	Time Allotment
1. Preliminaries and Attendance	Secretariat	15 mins
2. Declaration of Quorum	ASDS Christopher Benigno	
3. PHIL-IRI and FLAT results in reading with progress report	CID	1 hour
4. Numeracy results with progress report (Grade 3)	Francisco Copsiyan	20 mins
5. SIP Alignment/Integration/Harmonization and MATATAG Alignment	SGOD Chief	30 mins
6. Procedures in the Conduct of SMEA and DisMEA	SGOD	20 mins

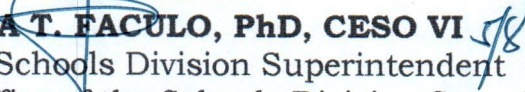




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7. Observations and Reminders on Procurement Process	CID Chief	20 mins
8. Unit/Sections Updates	a. Budget b. Accounting c. Legal d. ICT e. Administrative Services f. HRDS	5 mins each
9. ASDS Updates	Christopher Benigno, PhD, EdD, CESO VI	10 mins
10. SDS Hour	Soraya Faculo, PhD, CESO VI	

4. Presentations must be a maximum of 10 slides. Submit the presentations on May 15, 2023 to the MANCOM Secretariat's email (alma.gayob@deped.gov.ph).
5. Immediate and wide dissemination of this memorandum is desired.

SORAYA T. FACULO, PhD, CESO VI 
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

