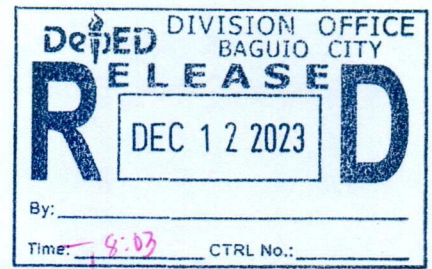




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



December 11, 2023

DIVISION MEMORANDUM

No. 506-2023

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 **December 20, 2023, Wednesday from 8:30 am** onwards which will be held at the Third Floor, Division Office 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 (10)
 - 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 (3)
 - k. Elementary and Secondary School Heads (67)

3. Agenda to be discussed:

Topic	Personnel-in-charge	Time Allotment
A. Preliminaries and attendance	Secretariat	20 mins
B. Declaration of Quorum	ASDS Christopher Benigno	
C. Reading and approval of the minutes of previous meetings	Secretariat	
D. Matters arising from the minutes of meetings	ASDS Christopher Benigno	
Topics for discussion and action		
1. Financial Updates	Budget Officer and Accountant	30 mins
2. Issues and concerns that need action from the DO and RO (especially on curriculum matters)	CID PSDSs	30 mins





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Items for presentation		
1. Catch-up Fridays	CID CES	15 mins
2. Financial Report and Status Report of Unimplemented PPAs of the GF and SEF	AO V	15 mins
3. Year-end Reports and Accomplishments (vis-à-vis OPCRK KRAs) - Functional Divisions and Section Heads	- CID - SGOD - Accounting - Admin - Budget - Legal - ICT	15 mins each
E. ASDS Updates	Christopher Benigno PhD, EdD, CESO VI	
F. SDS Hour	Soraya Faculo PhD, CESO VI	

4. Submit presentations with a maximum of 5 slide decks on or before December 19, 2023 to the MANCOM Secretariat's email (jordine.sacyaten@deped.gov.ph).
5. For information, guidance, and compliance of all concerned.

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

