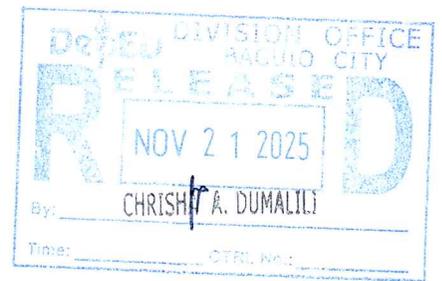




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



November 21, 2025

DIVISION MEMORANDUM
 No. 757-2025

CONDUCT OF SPECIAL DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)

To: Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Section/Unit Heads
 Public Elementary and Secondary School Heads
 Others Concerned

1. This Office announces the conduct of the **SPECIAL DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)** Meeting on **December 1 – 2, 2025** at Venue (TBA)
2. Participants to the said meeting are the following:
 - a. SDS and ASDS (2)
 - b. CID and SGOD Chiefs (2)
 - c. OSDS Section Heads (5)
 - d. Public Schools District Supervisors (10)
 - e. Education Program Supervisors (10)
 - f. Senior Education Program Specialists (4)
 - g. SGOD-EPS/LRPO (1)
 - h. Education Facilities-in-charge (1)
 - i. Medical Officer/SHN Unit Head (1)
 - j. ALS-EPS (1)
 - k. PDO-Youth Formation (1)
 - l. PDO-DRMM Coordinator (1)
 - m. SEF-AO II (1)
 - n. Identified Teacher / EdTech Winner (1)
 - o. Support Staff (7)
 - p. School Heads (67)

3. Agenda to be discussed:

Time:	Topic	Personnel-in-Charge
DAY 1 (December 1, 2025) : Career Executive Service Updates		
8:30 – 8:45 AM	Preliminaries	Facilitator
8:46 -8:59 AM	Welcome Remarks	SDS Soraya T. Faculo, PhD, CESO V
9:00AM – 9:30AM	Principled Leadership	PSDS Rosanna Dizon
9:31AM-10:00AM	Public Service Model: Leadership in Action, Delivering Results for People	Atty. Annette Doyaoen
10:01AM-10:16 AM	Health Break	



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10:16AM-10:30AM	Transparency through Innovation in Governance	Lilybeth Balutoc, School Head
10:31AM-11:00AM	Discipline of Execution: 4Dx	PSDS Jayrerose Guevara
11:01AM-11:30AM	Leading Governance Reforms for the Filipino People	PSDS Nixon Elahe
11:31PM-1:00PM	Lunch Break	
1:01PM-2:00 PM	Workshop 1: Stakeholder Analysis	
2:01PM-2:30PM	Workshop 2: Building Public Confidence	
2:21PM-3:00PM	Workshop 3: Making Strategy Happen	
3:00PM – 3:15 PM	Health Break	
3:16PM – 4:30PM	Presentation of Outputs	
4:31PM-5:00PM	Ways Forward	
DAY 2 (December 2, 2025) : DMEA-MANCOM Meet		
8:30 – 8:45 am	Acknowledgement of Participants	Facilitator
	Reports:	
8:46 – 9:00 AM	1. Data Utilization and Gathering	Zeporah O. Ilan - Teacher, PCNHS (Winner during the Division EdTech Forum 2025)
9:01 – 10:15 AM	2. Budget Utilization Report	Belen R. Tomin Budget Officer (OSDS)
10:16 – 10:30 AM	Health Break	
10:31 – 11:00 AM	3. SEF/GF Status	Aira Mae L. Ongngad SEF-AO II (OSDS)
11:01-12:00 PM	4.1 CID 4 th Quarter Accomplishment Report with Analysis to highlight gaps and key successes, best practices, issues and concerns, and ways forward >PPAs with Fund Report (SEF and MOOE) >Updates on ADM Implementation >Reports on ARAL Monitoring (Best Practices and unresolved issues) >Evaluation of Programs: a. IPED Participation b. Division Math and Science >Dashboard Analysis a. First Quarter Learning Outcomes b. Khan Academy Implementing Schools' Learning Outcomes	Chief Juliet C. Sannad



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12:01-1:00 PM	Lunch Break	
1:00 – 2:00 PM	4.2 SGOD 4 th Quarter Accomplishment Report >PPAs with Fund Report (SEF and MOOE) >GAD Agenda of the City of Baguio and its Executive Orders >DepEd Partnerships Database System and Analysis >Evaluation of Programs a. PAMMADAYAW b. Teachers' Day >Updates on Bullying >School Canteen Reports >Dashboard Analysis a. School Based Feeding Program	Chief Niño M. Tibangay
2:01 – 2:45 PM	4.3 OSDS 4 th Quarter Accomplishment Report >PPAs with Fund Report (SEF and MOOE) >Updates: a. Expanded Career Progression b. School Sites	AO V Nieves D. Ebanio
2:46 – 3:00 PM	Updates: a. School for the Arts b. Sports High School	-Juliet C. Sannad, CID Chief -Niño M. Tibangay, SGOD Chief
3:01 – 3:15 PM	Health Break	
3:16 – 3:45 PM	Analysis of DMEA Reports	Asuncion C. Saguid, SEPS
	ASDS' Reminders	OIC-ASDS Carmel F. Meris
	SDS' Hour	SDS Soraya T. Faculo

4. In preparation for the meeting, presenters are requested to submit their reports with a maximum of 5 slide decks on or before November 28, 2025 to the Secretariat's email (alona.imper@deped.gov.ph).

5. Immediate and widest dissemination of this Memorandum is directed.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

/OSDS/stf/cfm/afi



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