



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

DepED DIVISION OFFICE
BAGUIO CITY
RELEASED
AUG 27 2026
By: _____
Time: _____ CTRL No.: _____

OFFICE MEMORANDUM

No. **068, 2026**

DESIGNATION OF THE SECRETARIAT FOR MANAGEMENT MEETINGS (DEXECOM, MANCOM, AND MANAGEMENT REVIEWS) AND SPECIFIC RESPONSIBILITIES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Section/Unit Heads
Public Schools District Supervisors
All Others Concerned

1. In order to ensure the orderly, efficient, and effective preparation, coordination, and conduct of the management meetings (DEXECOM, MANCOM, Management Reviews), the following personnel are hereby designated as members of the Secretariat, with their respective responsibilities:

Secretariat Members	Specific Responsibilities
Jimmy S. Santos Senior Education Program Specialist	1. Facilitate the preparation and conduct of meetings.
Leigh Yan M. Verona Administrative Aide VI	1. Prepare necessary memoranda and communications. 2. Prepare the minutes of the meeting. 3. Document matters arising and follow up action items. 4. Ensure participants sign the attendance sheet. 5. Maintain meeting records.
Julie-Abegail Loy C. Martillana Project Development Officer I	1. Coordinate with presenters on presentation materials and present the meeting slides. 2. Coordinate with ICT on technical requirements and with the Admin-GS for the Physical set-up. 3. Assist in addressing technical concerns during the meeting.

2. All designated members are expected to work closely with one another and with the concerned offices/personnel to ensure the timely completion of all requirements and the smooth conduct of the meeting/activity.

3. This Memorandum shall take effect immediately unless otherwise revoked or modified.

4. For information, guidance, and dissemination.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent