

DIVISION MEMORANDUM

No. 014 s. 2020

**FIRST DIVISION MANAGEMENT COMMITTEE MEETING
 FOR CALENDAR YEAR 2020**

To: Division Chiefs of CID and SGOD
 EPS 1 of CID and SGOD
 OSDS Unit Heads
 All Public Schools District Supervisors
 All School Heads of Public Elementary, Junior & Senior High Schools
 All Concerned Division Personnel

1. This office hereby conveys to all concerned for their guidance and reference that the **1st Division Management Committee Meeting (MANCOM) for CY 2020** is scheduled as stated below:


<i>Time</i>	<i>Date</i>	<i>Venue</i>
January 16, 2020	8:00 am – 5:00 pm	Balay Kauswagan
January 17, 2020	8:00 am – 10:00 am	Vito Elem School

2. The theme of the MANCOM is **“Sharpen today: look forward to new strengths, new possibilities.”**
3. The participants to this activity are the Chiefs (CID & SGOD), EPS (CID & SGOD including ALS), PSDSs, Unit Heads of the three divisions (OSDS, CID, SGOD), School Heads and TICs.
4. **Mr. Jonel Mañale**, the PSDS of Sagay District 1 with the support of all his School Heads, is designated to facilitate the MANCOM and shall be the Over-all Committee Chairman to carry out the following tasks under the supervision of the Office of the HRD T&D Unit, to wit;
- plan for the opening program and closing program and other ice breaker activities*
 - prepare the tarpaulin for the venue of the meeting ahead of time*
 - organize the working committees, theme of the meeting*
 - assign recorders to take the minutes of the meeting*
 - act as moderator in the open forum*
 - submit the minutes of the meeting a week after the MANCOM*
 - shall meet with the HRD T&D Unit a day before the meeting to check of any missed important concerns.*
5. The transport for the Division Personnel going to Vito Elementary School on January 17, 2020 will leave the Division Office at exactly 7:00 in the morning. Kindly coordinate with Ms Nadine Nabor for the vehicle assignment and those who need to be picked-up along the way to the venue.
6. The suggested dress code is as follows:

7. MANCOM MATRIX

Time	Activity/Topic	Focal Person/District
Day 1 – January 16, 2020 – Venue - Balay Kauswagan		
7:00 – 8:00 am	Arrival & Registration of Participants	Sagay District 1 School Heads
8:00 am – 8:30 am	Opening Program	
MANCOM PROPER		
8:30 -10:30 am	SDS Hour	Arlene G. Bermejo, CESO VI
10:30 – 12:00 am	CID Hour	Dr. Nenita P. Gamao, CID Chief
12:00 – 1:00 pm	Health Break	
1:00 – 2:30 pm	SGOD Hour	Dr. Nicanor A. Alparito, SGOD Chief
2:30 – 4:00 pm	Admin Hour	Ms. Suzette C. Escolta, AOV
4:00 – 5:00 pm	Finance Hour	Ms. Josie R. Rebusquillo, Acct III
Day 2, January 17, 2020 – Venue - Vito Elementary School		
7:30 am	Travel time to VES	Sagay District 1 School Heads
8:00 – 10:00 am	Continuation of MANCOM	
10:00 – 10:30 am	Closing Program	Sagay District 1 School Heads
10:30 am	Back to respective Stations	

8. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning and development interventions on account on age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunities.
9. Traveling and other incidental expenses related to this activity shall be charged to the Division/School MOOE subject to the usual accounting and auditing rules.
10. Widest and immediate dissemination of this memorandum is desired.


ARLENE G. BERMEJO, CESO VI
 Asst. Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

AB

Encl: As stated
 Reference: None
 To be included in the Perpetual Index
 under the following subjects:

MANCOM