Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

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November 07, 2024

No

DIVISION MEMORANDUM SGOD 2. 1, 2024

CONDUCT OF 3RD DIVISION MANAGEMENT COMMITTEE MEETING (DMANCOM) FOR CY 2024

To: Assistant Schools Division Superintendent

Chiefs of CID and SGOD

Education Program Supervisors

Public Schools District Supervisors/Principals In-Charge Public Elementary and Secondary School Administrators Heads of Sections/Units

This Division

- 1. The Department of Education (DepEd) Division of Sultan Kudarat shall be conducting its 3rd Division Management Committee (MANCOM) Meeting on Monday, November 18, 2024 to start at 8:00 AM. The venue shall be within Koronadal City. The specific details of the venue shall be announced in a separate issuance.
- 2. The DMANCOM Meeting aims to discuss important matters pertaining to the management and operations of the Schools Division of Sultan Kudarat, particularly on the following topics:
 - a. DepEd Memorandum No. 053, s. 2024 "Implementation Guidelines for DepEd Order No. 005, s. 2024 (Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload)";
 - b. Updates on the National Qualifying Examination for School Heads (NQESH);
 - c. Updates on the Division Initiatives in Reading;
 - d. Updates on Budget Utilization;
 - e. Liquidation Report on School MOOE;
 - f. Results of the Division Financial Monitoring & Evaluation Activities; and
 - g. Updates on 2025 PISA Preparation.
- 3. Enjoined to attend the DMANCOM Meeting are the Assistant Schools Division Superintendent, Chiefs of CID and SGOD, Education Program Supervisors, Public Schools District Supervisors/Principals In-Charge, Elementary and Secondary School Administrators, Private School Principal Representatives (2), Heads of Sections/Units in the Division Office, and the DMANCOM Secretariat.
- 4. Enclosed is the Indicative Schedule of Activities for your immediate reference.

 MMS/SGOD-CHIEF/DM- CONDUCT OF 3RD DIVISION MANAGEMENT COMMITTEE MEETING (DMANCOM) 2024

 DSK-DIT DivMemo v3r0.0e01.11.21/November 7, 2024







Address: Kenram, Isulan, Sultan Kudarat Telephone No.: (064) 471 1007 Website: https://divisionsk.org

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- 5. All participants are encouraged to wear Sunday's Best/Casual Attire with a touch of Red Color during the conduct of the program.
- 6. Meals, snacks and other related expenses shall be charged against Division MOOE, while the travelling expenses of the school-based attendees shall be borne from their respective School MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
- 7. This issuance shall also serve as Travelling Authority to all DMANCOM Members and Attendees.
- 8. For the information, guidance and compliance of all concerned.

CRISPIN A. SOLIVÉN, JR., CESE Schools Division Superintendent

Enclosure

: As stated

Reference

: None

Allotment : None

To be indicated in the Perpetual Index under the following subject:

ACTIVITIES

MEETING

MANAGEMENT

SECRETARIAT

MMS/SGOD-CHIEF/DM- CONDUCT OF 3RD DIVISION MANAGEMENT COMMITTEE MEETING (DMANCOM) 2024 DSK-DIT DivMemo v3r0.0e01.11.21/November 7, 2024







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Enclosure No. 01 to Division Memorandum SGODNo. s. 2024

INDICATIVE SCHEDULE OF ACTIVITIES

November 18, 2024 @ 8:00 AM

Time	Activity	Person Responsible
7:30-8:30AM	Registration	DMANCOM Secretariat
8:30-9:00AM	Preliminary Activities	c/o DMANCOM Secretariat
9:00-9:30AM	Meeting Proper - Checking of Attendance	Melvin P. Fortuna Administrative Officer V
	 Call to Order Approval of the minutes of the previous meeting Business arising from the previous minutes of the meeting Approval of the provisional agenda 	Crispin A. Soliven, Jr., CESE Schools Division Superintendent
9:30-10:30AM	DepEd Memorandum No. 053, s. 2024 - "Implementation Guidelines for DepEd Order No. 005, s. 2024 (Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload)" Updates on the National Qualifying Examination for School Heads (NQESH)	Meilrose B. Peralta, EdD Assistant Schools Division Superintendent
10:30-10:45AM	HEALTH BREAK	
10:45-11:30AM	Updates on the Division Initiatives in Reading	Ismael M. Ambalgan Chief Education Supervisor, CID
11:30-12:00NN	Updates on Budget Utilization	Arturo L. Porras Administrative Officer V - Budget
12:00-1:00PM	LUNCH BREAK	
1:00-1:30PM	Liquidation Report on School MOOE	Noli M. Asuncion, CPA

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DMANCOM SECRETARIAT AND OTHER WORKING COMMITTEES

	COMMITTEES	FUNCTIONS
DMANCOM Secretariat		2 211 2 1 2 2 1 2
Chairman Co-Chair Members	 CES Mohalidin M. Suaeb CES Ismael M. Ambalgan EPS Mary Grace B. Leysa SEPS Lazaro P. Oriel SEPS Mark Carlo D. Buyao SEPS Maria Gina Imelda B. Andang EPS II Kevin Lloyd V. Hijastro AOIV Rowena Jessette S. Villa 	 a. Prepare memorandum, program and invitation for the meeting. b. Take charge of the registration and attendance of participants. c. Document the proceedings of the meeting. d. Act as facilitator of the program. e. Conduct post evaluation and processing of results. f. Follow-up agreements made in the DMANCOM meeting, and g. Perform other related tasks as maybe assigned by the SDS.
Finance Com	mittee	
	 Noli M. Asuncion, CPA AOV Melvin P. Fotuna AOV Arturo L. Porras AOIV Liza B. Romallosa Nida P. Claudio Ela Mae Fortuna 	 a. Facilitate the expenses for catering services (1 meal & 2 snacks) b. Monitor the proper and on-time serving of foods to participants. c. Provide funds for stage decorations, rental of chairs and tables, sound system, and other incidental expenses.
Health and Safety Committee		
Chairman Vice Chair Members	Dr. Akifa S. Guindo, MDDr. Maynard Suobiron, DMDAll Division Office Nurses	a. Monitor the health condition of the participants in the entire duration of the Meeting.b. Ensure proper observance of minimum health standards.
TOP MANAGE	EMENT	
Crispin A. Soliven, Jr., CESE Schools Division Superintendent		 a. Act as Chairman and Presiding Officer during the conduct of DMANCOM Meeting. b. Take the over-all leadership over the DMANCOM.
Meilrose B. Peralta, EdD Assistant Schools Division Superintendent		c. Preside in the absence of the Schools

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	Results of the Division Financial Monitoring & Evaluation Activities	Accountant III
1:30-2:30PM	Updates on 2025 PISA Preparation	Crispin A. Soliven Jr., CESE Schools Division Superintendent
2:30-3:00PM	OPEN FORUM	Mohalidin M. Suaeb, PhD Chief Education Supervisor, SGOD Moderator
3:00-3:15PM	Adjournment	

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