

DIV. MEMORANDUM

Number 048, s. 2019

TO: OIC – Assistant Schools Division Superintendent
CID and SGOD Staff through the Chief EPSs
Public Schools District Supervisors/Districts In-Charge
School Heads – Central Elementary Schools & High Schools
Division Office Section Chiefs

FROM: **MARILOU B. DEDUMO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: Division Management Committee Conference

DATE: January 25, 2019

1. The field is hereby informed that the 1st Regular Division Management Conference of the year shall be convened on February 5, 2019, 8:00 AM, at a venue to be announced later.
2. The said activity shall be an avenue to tackle the following issues and concerns, to wit:

Time Slot		Activities/Agenda/Topics	Lead Facilitator/Group Responsible
7:30	8:00	Arrival/Registration	Administrative Office c/o Ms. Shirlene E. Crabajales
8:01	9:00	Opening Program • SDS' Message • Sharing of Leadership Journey • Giving of Tokens to Birthday Celebrants (CID to coordinate with HRMO for the names) • COMELEC/Election 2019 Matters	OSDS – c/o ASDS Jasmin R. Lacuna
9:01	9:15	Health Break (Snack/Galaw-Galaw/Washroom Time)	
9:16	10:30	CIDeas (Findings/Policy Recommendations based on recent Regional Issuances regarding curriculum implementation/Other Updates) ▪ NAT matters ▪ Summer INSETs ▪ Graduation/Closing Ceremonies ▪ Year-End Reports	c/o Chief Celsa A. Casa
10:31	11:30	SGOD's Time ▪ Summer INSETs ▪ Graduation/Closing Ceremonies ▪ Year-End Reports ▪ ISO	c/o Chief Elvira S. Urbiztondo

Time Slot		Activities/Agenda/Topics	Lead Facilitator/Group Responsible
11:31	12:00	OSDS' Time - ASDS - Legal Office on Data Privacy Act - ITO	- JRLacuna - Atty. Joseph Eric Lumactud - Mr. Marvin Minguilan
12:01	1:00	Lunch Break	
1:01	2:30	Administrative Office's Time (to include remittances, PRIME-HRM)	c/o AO Shirlene E. Crabajales
2:30	3:30	Finance Matters	c/o Miss Bethany I. Evilla, Mrs. Myrna D. Callote
3:30	3:45	Health Break (Snack/Galaw-galaw/Restroom Time)	
3:45	4:30	SDS' Time	SDS Marilou B. Dedumo
4:00	5:00	Clearing House	Moderator: Jasmin R. Lacuna

- The presenters/discussants are requested to prepare their audiovisuals to easily facilitate the discussions.
- The participants to this Division ManCom Meeting are the following:

Participants	No. of Pax		No. of Pax
OSDS	5	PSDSs/DICs	37
CID	16	Central Sch. Principals	37
SGOD	14	Secondary Sch. Heads	90
Administrative Office	06		
TOTAL = 205			

- Attached in this Memorandum is the list and travel authority of the expected participants.
- The following are requested to attend to different committees for the successful staging of the Conference, to wit:

Committees	Persons/Teams Responsible	Duties and Responsibilities
Program & Invitation	OSDS c/o Jasmin R. Lacuna	- Prepares program for the whole day - Directs the flow of presentations/discussion and other activities - Coordinates with HR for list of birthday celebrants of January, 2019 - Prepares the activity design, PR for the ManCom Meeting
Stage Decoration/Hall Preparation/Attendance/Registration/Kits	SGOD c/o Chief Elvira S. Urbiztundo	- Conceptualizes/Lays-out the design of the stage - Carries out the lay-out of the stage decoration; - Ensures that participants are provided with conference hall



		conducive to learning and maximum participation • Ensures that all participants are able to register and sign in and out in the attendance sheets • Distributes CA and certificate of participation
Awards	CID c/o Chief Celsa A. Casa	• Coordinate with focals on different P/P/As for awards to be given • Prepares the certificates of commendation

Note: The Chiefs/Section Heads are requested to coordinate with and mobilize their teammates for the successful carrying-out of the duties and responsibilities.

7. A registration fee of Php550.00 per participant shall be collected to defray expenses for lunch, 2 snacks, and materials chargeable against local funds subject to the usual accounting and auditing rules and regulations.
8. Participants are advised to come in business attire with a touch of *coral*, the color of the year.

