



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**4 December 2020**

Division MEMORANDUM  
No. 422, s. 2020

**FOURTH DIVISION VIRTUAL MANCOM**

- To : OIC- Assistant Schools Division Superintendent  
Chief of Curriculum Implementation Division  
Chief of School Governance and Operations Divisions  
Education Program Supervisors/Division Program Coordinators  
Public Schools District Supervisors/Districts In-Charge  
Select School Heads  
This Division
1. This office announces the conduct of the Fourth Division Virtual Management Committee (MANCOM) Meeting on December 11, 2020 at 7:30 a.m. with Meeting ID [meet.google.com/bwh-ywvq-mcp](https://meet.google.com/bwh-ywvq-mcp).
  2. Agenda to be discussed includes the following:
    - a. Year-End Performance Review;
    - b. Updates from CID, SGOD, OSDS; and
    - c. Synergizing for December INSET
  3. The activity shall start promptly at 7:30 a.m. All participants shall come in their violet attire. Attendance is a must.
  4. For your reference and guidance, please refer to the attached Matrix of Activities (Enclosure 1).
  5. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent

Encl.: As stated



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Reference:

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

MANCOM  
UPDATES

POLICY  
BEST PRACTICES

LGKCG/DM- FOURTH DIVISION VIRTUAL MANCOM  
421/December 04, 2020

Enclosure 1 to the DM 421, s. 2020 re: FOURTH DIVISION VIRTUAL MANCOM

**FOURTH DIVISION VIRTUAL MANCOM**

|                                                        |                                                                          |
|--------------------------------------------------------|--------------------------------------------------------------------------|
| <b>PRELIMINARIES:</b>                                  | Attendance checking or Roll Call<br>(prejudging on Best Attire)          |
| <b>SONG PRAYER:</b>                                    | drawn by lot (those who rendered already<br>will be excluded)            |
| <b>OPENING STATEMENT:</b>                              | (drawn by lot) 2mins maximum                                             |
| <b>LEVELLING OF EXPECTATIONS<br/>and New Business:</b> | ASDS Jasmin R. Lacuna                                                    |
| <b>GENERAL DIRECTIONS:</b>                             | SDS Josita B. Carmen                                                     |
| <b>YEAR-END PERFORMANCE<br/>REVIEW</b>                 | EXECOM                                                                   |
| <b>BEST/Promising Practices:</b>                       | (drawn by lot) 2mins presentation,<br>only 1 PSDS and 1 EPS will present |
| <b>UPDATES:</b>                                        | CID Chief 25mins<br>SGOD Chief 20mins<br>OSDS 30mins                     |
| <b>SYNERGY:</b>                                        | December INSET by HRD                                                    |



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|                                                   |                               |        |
|---------------------------------------------------|-------------------------------|--------|
| <b>TAKEAWAYS:</b>                                 | EXECOM                        |        |
| <b>WRAP-UP:</b>                                   | ASDS                          | 10mins |
|                                                   | SDS                           | 10mins |
| <b>HONORING DECEMBER<br/>BIRTHDAY CELEBRANTS:</b> | Erlyn Mangadlao (HRTD)        | 3mins  |
| <b>CLOSING STATEMENT:</b>                         | (drawn by lot) 1 EPS & 1 PSDS |        |
| <b>CLOSING PRAYER SONG:</b>                       | (drawn by lot)                |        |
| Coordinator & Program Moderator:                  | Mary Luz Advincula Niere      |        |
| Timer:                                            | Erlyn Mangadlao               |        |
| ICT Solution:                                     | Marvin Minguillan             |        |



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