



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**DIVISION MEMORANDUM**

**27 JANUARY 2020**

No. *OMO* s. 2020

**2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)**

To: **Division Executive Committee Members**  
**Public Schools District Supervisors/In-Charge**  
**Elementary School Heads/ SICs**  
**Secondary School Heads/ SICs**  
This Division

1. There will be a Division Management Committee Meeting on February 18, 2020, from 8:00 AM-5:00 PM and venue will be announced in a separate memorandum.
2. Participants to this MANCOM are the members of the Division Executive Committee (EXECOM), Public School District Supervisors/District-In-Charge, and School Heads.
3. Alubijid District headed by Ma'am Imelda P. Galarrita will facilitate the said activity.
4. Participants are expected to wear their appropriate **smart casual attire**.
5. Attached is activity matrix for your perusal.
6. Meals shall be charged to Division MOOE while traveling and other related expenses shall be charged to local funds/ school MOOE subject to the usual accounting and auditing rules and regulations.
7. Wide dissemination of this Memorandum is hereby enjoined.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

Encls.: As stated

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

COMMUNICATIONS RULES AND REGULATIONS  
POLICY



SGOD, HRD-*lathica*



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



Republic of the Philippines  
**Department of Education**

**DIVISION OF MISAMIS ORIENTAL**

**2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)**

February 18, 2020

Venue: TBA

**TRAINING MATRIX**

<b>A</b>	<b>Activity/ Topic</b>	<b>Person-in-Charge</b>
<i>Morning Session</i>		
7:00-7:30 AM	<b>Arrival and Registration</b>	SGOD Secretariat
7:30-8:00 AM	<b>Preliminaries:</b> National Anthem Opening Prayer Welcome Message  Presentation of Participants  Message  Energizer	AVP AVP <b>Rowena H. Para-on</b> Asst. SDS <b>Rudy O. Magdugo</b> Chief, SGOD <b>Jonathan S. Dela Peña, PhD.,</b> <b>CESO V</b> Schools Division Superintendent  AVP
8:00-8:15 AM	<b>Reading and Approval of Minutes of last MANCOM</b>	<b>Rowena H. Para-on</b> Asst. SDS
8:15-10:15 AM	<b>Sulong Edukalidad</b>	<b>Rowena H. Para-on</b> Asst. SDS
10:15-11:45 NN	<b>Schedule of HRD Trainings and Activities for Calendar Year 2020</b>	<b>Irish Karylle D. Monte</b> SEPS, HRD
11:45-12:00 NN	<b>Awarding of Registered GSP Members &amp; SHS Kuyamis Participants</b>	
12:00 NN-1:00PM	<b>LUNCH</b>	
1:00-1:10 PM	<b>Unfreezing Activity</b>	AVP
1:10-2:10 AM	<b>Graduation Matters and Timeline of Activities on the Recruitment, Selection, and Evaluation of Teacher for Elementary and Secondary Schools</b>	<b>Rudy O. Magdugo</b> Chief, SGOD
2:10-3:10 PM	<b>Revisit and Reiteration of:</b>  DO 8 s. 2015: <b>Policy Guidelines On Classroom Assessment for The K to 12 Basic Education Program</b>  DO 36 S. 2016: <b>POLICY GUIDELINES ON AWARDS AND RECOGNITION FOR</b>	<b>Danny A. Asio</b> SEPS, SMME

	<b>THE K TO12 BASIC EDUCATION PROGRAM</b>	
	<b>Conduct of Summer Class and Other Updates</b>	
3:10-4:30 PM	<b>SDS Time</b>	<b>Jonathan S. Dela Peña, PhD., CESO V</b> <i>Schools Division Superintendent</i>
4:30-4:45 PM	<b>Oath taking of the newly elected Division Association of District Supervisors, DAPPSHI, and DESPA</b>	<b>Jonathan S. Dela Peña, PhD., CESO V</b> <i>Schools Division Superintendent</i>
4:45-5:00 PM	Closing Ceremonies - Distribution of Certificates - Closing Prayer - Makabayan Song	<b>Emcee</b>

Prepared by:

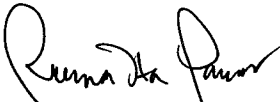
  
**EMAN A. LACHICA**  
ESP II-HRD

Reviewed by:

  
**IRISH KARYLLE D. MONTE**  
SEPS-HRD

Recommending Approval:

  
**RUDY O. MAGDUGO**  
Chief EPS, SGOD

  
**ROWENA H. PARA-ON**  
Asst. Schools Division Superintendent

  
APPROVED

**JOANTHAN S. DELA PEÑA, Ph.D., CESO V**  
Schools Division Superintendent