



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

Office of the Schools Division Superintendent

10 July 2023

DIVISION MEMORANDUM

No. 385 s. 2023

3rd DIVISION MANAGEMENT COMMITTEE MEETING

To: **Division EXECOM**
Public Schools District Supervisor/DICs
Elementary and Secondary School Heads
Others Concerned
This Division

1. The Division Office (DO) will hold its **3rd Management Committee Meeting on July 21, 2023** via Zoom.
2. The link will be emailed to the identified participants and disseminated via official group chat.
3. Participants of this MANCOM Meeting are the Division EXECOM, Public Schools District Supervisors/DICs, and School Heads including SICs.
4. All participants are required to wear corporate business attire or uniform during the online engagement .
5. Wide dissemination of this Memorandum is hereby enjoined.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent 

Encls.: As stated
References: None
To be indicated in the Perpetual Index
under the following subjects:



SGOD, HRD-imonte





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

Enclosure No 2 to Division Memorandum No. ____, s. 2023

3rd DIVISION MANAGEMENT COMMITTEE MEETING
July 21, 2023 via Zoom

ACTIVITY MATRIX

Time	Activity/Topic	Person-In-Charge
7:30 am	Log-in	
8:30- 9:00 AM	Preliminaries: National Anthem Opening Prayer Roll-Call of Participants Welcome Message Reading of the Minutes of the Previous Meeting Message of the Head of Office and Call to Order	AVP AVP FACILITATOR/EMCEE ERLINDA G. DAEL, PhD, CESE OIC ASDS FACILITATOR/EMCEE EDILBERTO L. OPLENARIA, EdD, CESO V Schools Division Superintendent
MANCOM PROPER		
Current and Relevant Issues/Updates		
9:00- 9:30 AM	CID	CYDEL P. VALMORES, PhD. OIC-Chief ES, CID
9:30- 10:00 AM	SGOD	MA. TERESA M. ABSIN, PhD Chief ES, SGOD
10:00- 10:30 AM	Accounting/Budget	MARK LORREN T. TEJANO Budget Officer
10:30- 11:00 AM	Supply	ELEONOR P. CRUZ Supply Officer
11:00-11:30 AM	Records	NINO JOMAR S. CABLAY Records Officer
11:30- 12:00 NN	Legal	ATTY. CHRISTOPHER PASCO Legal Officer
12:00-1:00 PM	Lunch Break	
1:00- 1:30 PM	HRMO	MELANIE C. ESTENZO HRMO
1:30 – 2:30 PM	Admin	RHODORA L. GALLARES, PhD. OIC AO V
2:30 – 3:30 PM	ASDS Time	ERLINDA G. DAEL, PhD, CESE OIC ASDS
3:30 - 4:30 PM	SDS Time	EDILBERTO L. OPLENARIA, EdD, CESO V Schools Division Superintendent
4:30 - 5:00 PM	Closing /Distribution of Certificate of Recognition (if any)	

Emcee: RONJIE C. ROSETE
OIC EPS/Special Events



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
Email: misamis.oriental@deped.gov.ph