



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 646, series 2019

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

FROM : **JONATHAN S. DELA PEÑA, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT : **DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM) –CUM-
INSTALLATION OF SCHOOL DIVISION SUPERINTENDENT**

DATE : November 4, 2019

1. There will be a Division Management Committee Meeting – cum- Installation of Schools Division Superintendent on November 7, 2019, from 8:00 AM-5:00 PM at Grand Caprice, Lim-Ket-Kai, Cagayan de Oro City.
2. Participants to this MANCOM are the members of the Division Executive Committee (EXECOM), Public School District Supervisors/District-In-Charge, and School Heads. Attached is the official list of participants (Enclosure 1).
3. Participants are expected to wear their appropriate **business attire**.
4. 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.
5. Wide dissemination of this Memorandum is hereby enjoined.

SGOD/rom/ikm



Republic of the Philippines
Department of Education

DIVISION OF MISAMIS ORIENTAL

**DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)-CUM-
INSTALLATION OF SCHOOLS DIVISION SUPERINTENDENT, JONATHAN S. DELA
PEÑA, Ph.D., CESO V**

November 7, 2019

Venue: Grand Caprice, Lim-Ket-Kai, Cagayan de Oro City

TRAINING MATRIX

Part I	Activity	Person-in-Charge
<i>Morning Session</i>		
7:30-8:00 AM	Arrival and Registration	SGOD Secretariat <i>c/o Eva C. Dela Peña</i>
8:00-8:30 AM	<p>Preliminaries: National Anthem Opening Prayer Welcome and Opening Remarks</p> <p>Presentation of Participants <ul style="list-style-type: none"> ⚡ West Side ⚡ East Side </p> <p>Inspirational Message</p> <p>Energizer</p>	<p>AVP AVP Rowena H. Para-on <i>Assistant Schools Division Superintendent</i></p> <p>Rudy O. Magdugo-Chief, SGOD Erlinda G. Dael- Chief, CID</p> <p>Jonathan S. Dela Peña, Ph.D., CESO V <i>Schools Division Superintendent</i></p> <p><i>Assigned Participant</i></p>
Part II	Activity	Person-in-Charge
8:30-12:00 NN	<p>Installation Ceremony</p> <p>Introduction of SDS Jonathan S. Dela Peña, Ph.D., CESO V</p> <p>Installation of SDS Jonathan S. Dela Peña, Ph.D., CESO V</p> <p>Challenge/Message of the Regional Director</p> <p>Message of Acceptance of Accountability and</p>	<p>Rowena H. Para-on <i>Assistant Schools Division Superintendent</i></p> <p>Arturo B. Bayocot, Ph.D., CESO III <i>Regional Director. Region 10</i></p> <p>Arturo B. Bayocot, Ph.D., CESO III <i>Regional Director. Region 10</i></p> <p>Jonathan S. Dela Peña, Ph.D., CESO V <i>Schools Division Superintendent</i></p>

	Responsibility Statements of Support	<ul style="list-style-type: none"> ‡ Governor Yevgeny “Bambi” Y. Emano, <i>Provincial Governor</i> ‡ Cong. Christian Unabia. <i>1st District</i> ‡ Congresswoman Juliet Uy, <i>2nd District</i> ‡ Eric Mabelin, <i>Division Federation PTA President</i>
12:45-1:00 PM	Unfreezing Activity	
Part III	Activity	Person-in-Charge
1:00- 4:00 PM	MANCOM Proper	Jonathan S. Dela Peña, Ph.D., CESO V <i>Schools Division Superintendent</i>
4:00-4:30 PM	Closing Ceremonies - Distribution of Certificates - Closing Prayer - Makabayan Song	Ma. Teresa M. Absin- Master of Ceremony <i>Education Program Supervisor, English</i>

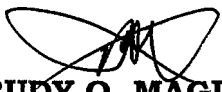
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Recommending Approval:


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