



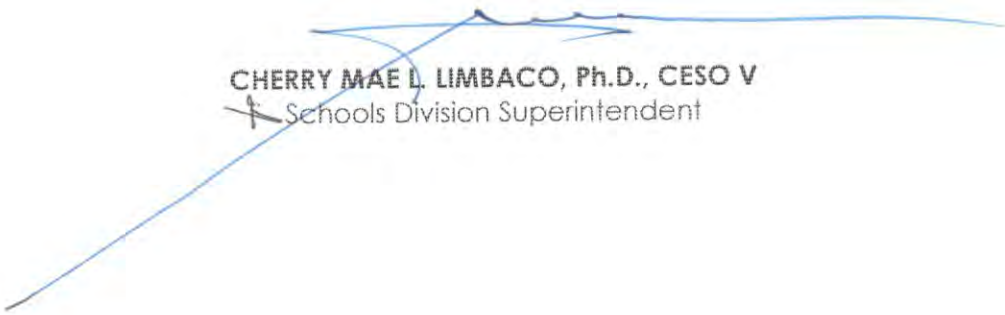
**DIVISION MEMORANDUM**

No. 256, s. 2016

**5<sup>th</sup> Division Management Committee (MANCOM) Meeting**

To : Public Schools District Supervisors/In-Charge  
Education Program Supervisors  
Division Section Heads  
Senior Education Program Specialists  
Education Program Specialists  
Elementary & Secondary School Heads  
This Division

1. This Office shall conduct the 5<sup>th</sup> MANCOM Meeting on July 1, 2016 at 8:00am at a venue to be set.
2. The Participants of this MANCOM are the Education Program Supervisors, Public School District Supervisors, Division Unit Heads, Senior Education Program Specialists, Education Program Specialists and School Heads (full-fledged).
3. Travel and other incidental expenses will be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Wide and immediate dissemination of this Memorandum is hereby enjoined.

  
**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

CLL/mdb



**5<sup>th</sup> Division Management Committee (MANCOM) Meeting**

| TIME        | AGENDA  | DISCUSSANT/IN-CHARGE   |
|-------------|---|--|
| 8:00-8:15   | <b>Registration/Attendance</b>  | By District/SGOD   |
| 8:15-8:30   | <b>Opening Program</b><br>A. Tribute to God and Country<br>B. Welcome Message<br>C. Opening Remarks<br>D. Presentation of the Participants<br>E. Message & Superintendent's Time  | AVP<br><br>AVP<br>Jean G. Veloso, ASDS<br>Bernadette P. Samaco, AO V   |
| 8:30-9:30   |   | Cherry Mae L. Limbaco, Ph.D., CESO V   |
| 9:30 – 3:00 | <b>MANCOM Meeting Proper</b><br><br><b>Part – I</b><br>Stress Management<br><br><b>Vice Gov. Time</b><br><br><b>Part- II</b><br>1. D.O No. 42,s. 2016 – Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program (Sample DLL)<br><br>2. Reflective Teaching<br><br>3. Reflective Class Observation<br><br>4. D. O. No. 8, s. 2015 Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program (for Senior High School)<br><br>5. D.O. 36, s. 2016 Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program<br><br>6. Innovation Revisited?<br><br>7. Reports<br><br><b>Part-III</b><br>Updates/ Division Sections <ul style="list-style-type: none"> <li>• Accounting/Liquidation</li> <li>• Personnel</li> <li>• Supply Section</li> <li>• Planning Section</li> <li>• Medical Section</li> </ul> Announcements<br>Other Matters | Primitivo C. Ragandang III<br>Phil. Director, Move this World , Inc.<br><br>Vice Gov. Jose Marie G. Pelaez<br><br>Erlinda G. Dael, PhD.<br><br>Marife D. Balaba, SEPS-HRD<br><br>Jean G. Veloso, ASDS<br><br>Danny A. Asio<br><br>Lindo M. Cayadong, SEPS<br><br>Rudy O. Magdugo<br><br>Division Section Heads |
| 3:05        | Adjournment   |  |

Masters of Ceremonies: Gerry P. Madrid, EPS-II

**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
 Schools Division Superintendent