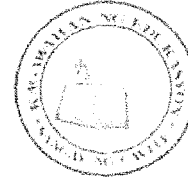




Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
**DIVISION OF CAVITE**  
Trece Martires City



August 3, 2015

**DIVISION MEMORANDUM**

No. 054 s. 2015

**DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)**

To: Assistant Schools Division Superintendent  
OIC, Office of the Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Division Section Chiefs  
SGOD Personnel

1. In consonance with the Division Calendar of Activities for School Year 2015-2016, this Office will hold the Division Management Committee Meeting (MANCOM) on August 12 and 13, 2015, from 7:00 a.m. to 5:00 p.m. at Sherwood Hills Golf Club, Trece Martires City, Cavite.
2. The Meeting aims to:
  - a. enlighten the participants on matters concerning School Leadership and Total Quality Management (TQM);
  - b. present data on PSB Innovations, Research, Curriculum Implementation Timeline and Plan, and the Division Oplan Pagmamasid;
  - c. give updates on Senior High School Program; and
  - d. discuss the General Thrusts and Directions of CID and SGOD.
3. All Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors, Public Schools District Supervisors, Public Elementary and Secondary School Heads, Division Section Chiefs and SGOD Personnel are required to attend the meeting. No representatives in lieu of the official participants will be allowed.
4. A registration fee of Php 800.00 shall be charged to local funds to cover expenses on food and venue for each participant. Registration fee of Division personnel and speakers' honoraria shall be charged to the Division MOOE subject to usual auditing and accounting procedures.
5. All participants are required to pre-register at the Cashier's Section of the Division Office, Trece Martires City by municipality thru their respective PSDS on or before August 10, 2015.
6. Attached in this Memorandum are the Program of Activities and the Composition of Working Committee.
7. Immediate dissemination of the contents of this Memorandum is desired.

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

**EXECUTIVE COMMITTEE**

CHERRYLOU D. DE MESA  
OIC, Schools Division Superintendent

EDITHA M. ATENDIDO  
Asst. Schools Division Superintendent

DAISY Z. MIRANDA  
OIC, Office of the Asst. Schools Division Superintendent  
Chief, School Governance and Operations Division

ELPIDIA B. BERGADO  
Chief, Curriculum Implementation Division

**WORKING COMMITTEE**

REGISTRATION	
Chair Members	Gina B. Dulce Mary Joy C. Mendoza Jay Fulvadora
PROGRAM & INVITATION	
Chair Members	Mary Ann B. Gatpandan Joel Mina Mary Angelic Federoso
FOOD & ACCOMMODATION	
Chair Members	Marlene P. Panganiban Allain Alvarez Hazel Castro
DOCUMENTATION	
Chair Member	Theresa C. Bautista Jeselle Mark Reyes Reniel Patrick S. Tejidor
PLANNING	
Chair Members	Lorena L. Arca Marlene P. Panganiban Gina B. Dulce

**DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)**  
**Sherwood Hills Golf Club**  
**Trece Martires City, Cavite**  
**August 12 & 13, 2015**  
**7:00 a.m.-5:00 p.m.**

**PROGRAM OF ACTIVITIES**

TIME	DAY 1 (AUGUST 12, 2015)	DAY 2 (AUGUST 13, 2015)
7:00 – 7:30	Checking of Attendance	Checking of Attendance
7:30 – 8:00	Opening Program	Management of Learning
8:00 – 10:30	Lecture on School Leadership (Mr. Joseph Titar)	Synthesis of Learning from Leadership Talk Lecture on Total Quality Management (TQM)
10:30 – 10:45	↓	Call to Order Roll Call (Dr. Elpidia B. Bergado) Reading of the Minutes
10:45 – 12:00		SDS Hour
12:00 – 1:00	Lunch Break	Lunch Break
1:00 – 1:45		Q & A with SDS
1:45 – 2:45	↓	ASDS Presentation on PSB Innovations, Research, CI Timeline and Plan, Division Oplan Pagmamasid
2:45 – 3:45		Senior High School Updates, General Thrusts and Directions of SGOD
3:45 – 4:15		General Thrusts and Directions of CID
4:15 – 4:45		AO Concerns
4:45 – 5:00	↓	Closing Program

<b>OPENING PROGRAM</b> August 12, 2015 8:00 a.m.	<b>CLOSING PROGRAM</b> August 13, 2015 4:45 p.m.
I. National Anthem } Invocation } Video Cavite Hymn } Presentation	I. Prayer Video Presentation
II. Opening Remarks <b>Eduarda M. Zapanta</b> Education Program Supervisor,	II. Awarding of Certificates <b>Ms. Cherrylou d. De Mesa</b> <b>Dr. Editha M. Atendido</b> <b>Dr. Daisy Z. Miranda</b>
III. Roll Call <b>Rodolfo D. Cruz</b> Education Program Supervisor	III. Closing Remarks <b>Ms. Cherrylou d. De Mesa</b>
III. Message <b>Ms. Cherrylou D. De Mesa</b> OIC, Schools Division Superintendent	
IV. Introduction of the Resource Speaker <b>Emily R. Quintos</b> Education Program Supervisor	
IV. MANCOM Proper	
Officers of the Day: <b>Ms. Gina B. Dulce &amp; Ms. Mary Ann B. Gatpandan</b>	Officers of the Day: <b>Ms. Theresa B. Bautista &amp; Ms. Marlene P. Panganiban</b>