



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

March 24, 2021

DIVISION MEMORANDUM

NO. 109, s. 2021

TO: OIC, Assistant Schools Division Superintendents
Chief, CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
Select Elementary and Secondary School Teachers
All concerned

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 108, S. 2021 TITLED
“DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING”**

1. In reference with Division Memorandum No. 108, s. 2021, this Office amends the schedule and platform to be used for the conduct of the **2021 Division Management Committee (MANCOM) Meeting on March 30, 2021.**
2. All Assistant Schools Division Superintendents, Division Chiefs, Unit and Section Heads, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, Education Program Specialists, Project Development Officers, and Elementary and Secondary School Heads are required to attend this meeting **via Zoom**, the joining link of which shall be posted on appropriate social media platforms of the target participant groups. **Representatives or substitutes are not allowed.**
3. Participants will no longer be grouped into two and shall attend the Division MANCOM Meeting from **8:00 a.m. until 12:00 n.n.** only. Participants are enjoined to **pre-register** through <https://tinyurl.com/2021VirtualMANCOM> using their **DepEd e-mail accounts** on or before **March 27, 2021 (Saturday), 5:00 p.m.**
4. Attached herewith are the following:
 - a. Attachment 1: Division Meeting Protocols
 - b. Attachment 2: Program Matrix
5. Inquiries and clarification may be communicated to DepEd Cavite Province Facebook page or deped.cavite@deped.gov.ph
6. Immediate and widest dissemination of this Memorandum is hereby directed.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MPA and KSA/ DM No. 109, s.2021
032421-036/ 03/24/2021



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*Attachment 1 to Division Memorandum No. 109s. 2021 CORRIGENDUM TO DIVISION MEMORANDUM NO. 108, S. 2021
TITLED "DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING"*

DIVISION MEETING PROTOCOLS

Pre- and Post-Meeting protocols

- Participants are requested to attend the meeting **at least 30 minutes earlier** for attendance check. Likewise, they shall **accomplish the monitoring and evaluation form/ link** which will be issued by the end of the meeting.

Webinar proper

- **The meeting shall strictly follow the program matrix.** To allow this, participants shall be muted/ are requested to go mute especially during the discussion proper. For essential and urgent comments and/ or queries, participants may use the chat box while a discussion is ongoing. Program Management Team members are assigned to monitor and consolidate these concerns which shall be addressed during the allotted time for open forum.
- During the open forum, participants may be unmuted but shall **request to be acknowledged** by the resource speaker should he/ she want to speak to better facilitate the exchange of ideas.



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Attachment 2 to Division Memorandum No. 109, s. 2021 CORRIGENDUM TO DIVISION MEMORANDUM NO. 108, S. 2021
TITLED "DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING"

PROGRAM MATRIX

Time	Topic/ Activity	Resource Speaker/ Facilitator
8:30 AM – 9:00 AM	Preliminaries National Anthem Prayer Quality Policy Opening Remarks	Randy D. Punzalan OIC, Assistant Schools Division Superintendent
9:00 AM – 9:30 AM	Legal Concerns	Atty. Daniel V. Carpina Legal Officer
9:30 AM – 10:00 AM	CID Updates and Concerns	Elpidia B. Bergado Chief, CID
10:00 AM – 10:30 AM	SGOD Updates and Concerns	Diana P. Topacio Chief, SGOD
10:30 AM – 11:45 AM	SDS Time	Rommel C. Bautista, CESO V Schools Division Superintendent
11:45 AM – 12:00 NN	Closing Remarks	Galileo L. Go OIC, Assistant Schools Division Superintendent



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