



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

APR 19 2021

DIVISION MEMORANDUM

No. 092, s. 2021

3RD DIVISION MANAGEMENT COMMITTEE MEETING

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisor
Elementary and Secondary School Heads
All Others Concerned

1. This division shall conduct the **3rd Division Management Committee Meeting (ManCom) on Friday, April 23, 2021 at 8:00am to 12:00nn via Microsoft Teams (using School Account).**
2. This activity aims to give updates, address relevant issues and concerns and inform upcoming plans of the SDO for the month of May 2021.
3. Participants to this meeting are the Assistant Schools Division Superintendent, Curriculum and Implementation Division (CID) personnel, School Governance and Operations Division (SGOD) personnel, Office of the SDS personnel (Admin., Finance, ITO and Legal), Elementary and Secondary School Heads.
4. The link will be shared on the Elementary and Secondary School Heads Group Chats thirty (30) minutes before the start of the meeting.
5. Immediate and widest dissemination of this memorandum is desired.

PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent



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PROGRAMME
3RD DIVISION MANAGEMENT COMMITTEE MEETING
APRIL 23, 2021 VIA MICROSOFT TEAMS
8:00AM TO 12:00NN

Part I - Preliminaries		
8:00-8:15	Singing of the National Anthem	Multi-Media
	Opening Prayer	JOREL J. DIAGMEL <i>Administrative Officer II</i>
Part II - Call to Order		
8:15-8:30	Attendance Check	ARCHIEBAL POYOGAO <i>Information Technology Officer I</i>
	Presentation of the Agenda	ARNOLD S. MAGDAET <i>Administrative Officer V</i>
	Minutes of Previous Meeting	Curriculum & Implementation Division
Part III - Meeting Proper		
8:30-8:45	Superintendent's Time	PORTIA M. MALLORCA PHD, CESO V <i>Schools Division Superintendent</i>
8:45-9:00	Administrative Concerns	ARNOLD S. MAGDAET <i>Administrative Officer V</i>
9:00-9:15	Information & Technology Concerns	ARCHIEBAL POYOGAO <i>Information Technology Officer I</i>
9:15-9:30	Accounting & Budget Concerns	LYN ROSE E. OTEA <i>Administrative Officer V</i>
9:30-10:30	SGOD Concerns	CECILIA G. ABELLO <i>Chief Education Supervisor</i>
10:30-11:30	CID Concerns	JUNRY M. ESPARAR <i>EPS / OIC-Chief Education Supervisor</i>
11:30-12:00	Wrap-Up and Closing Remarks	NELLY E. GARROTE <i>Asst. Schools Division Superintendent</i>

Program Facilitator and Host:

ARNOLD S. MAGDAET
Administrative Officer V