



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

June 6, 2023

**DIVISION MEMORANDUM**

No. 170, s. 2023

**1st DIVISION MANAGEMENT COMMITTEE MEETING**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
Section Heads  
All Other Concerned

1. This Office shall conduct the 1<sup>st</sup> Division Management Committee Meeting (MANCOM) with the theme: "Staying Passionate, Staying Committed" on June 22, 23 and 26, 2022 at 8:00 AM onwards at Hotel Kimberly, Tagaytay City, Cavite.
2. This cluster meeting aims the participants to:
  - keep abreast on the different issuances of the department;
  - prepare the schools for the conduct of End of School Year Rites;
  - recalibrate approaches on School Operations, Administrative matters and other issues and concerns.
3. The participants to this activity are the Assistant Schools Division Superintendents, Division Chiefs, Administrative Officer V – Admin, Education Program Supervisors, Senior Education Program Specialist, Public Schools District Supervisors and Public Elementary and Secondary School Heads. They are advised to come in Smart Casual Pastel colors.
3. Food and accommodation amounting to One Thousand Two Hundred Pesos (Php1,200.00) shall be charged to each participant and will be collected at the venue by district. Participants who wish to stay overnight at the venue shall pay an additional Eight Hundred Pesos (Php 800.00) per day to cover expenses for board and lodging.
4. Expenses incurred relevant to the conduct of the activity shall be charged against Division and School MOOE subject to usual accounting and auditing procedures.
5. The schedule of the participants in this activity is listed on Enclosure No. 1. The Technical Working Group is listed on Enclosure No. 2. Participants are advised to wear face mask. Adherence to health and safety protocols is highly encouraged.
6. Immediate and wide dissemination of this Memorandum is desired.

*marites*  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent *IB*





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Enclosure No. 1

DATE	DISTRICT/SDO	PARTICIPANTS
June 22, 2023	CALACA SAN JUAN EAST SAN JUAN WEST TUY MALVAR SAN LUIS LIAN TINGLOY AGONCILLO SAN NICOLAS TALISAY SDO PERSONNEL	*Public Elementary and Secondary School Heads *Public Schools District Supervisors *SDS and ASDSs *CID and SGOD Chiefs *Administrative Officer V- Admin *EPS *SEPS *SDO Nurse
June 23, 2022	LEMERY ROSARIO WEST LOBO TAYSAN LAUREL SAN JOSE TAAL BAUAN WEST BALAYAN EAST MATAASNAKAHOY BALETE STA. TERESITA SDO PERSONNEL	*Public Elementary and Secondary School Heads *Public Schools District Supervisors *SDS and ASDSs *CID and SGOD Chiefs *Administrative Officer V- Admin * EPS *SEPS *SDO Nurse
June 26, 2023	NASUGBU EAST SAN PASCUAL ROSARIO EAST CALATAGAN MABINI PADRE GARCIA IBAAN NASUGBU WEST CUENCA BALAYAN WEST BAUAN EAST ALITAGTAG SDO PERSONNEL	*Public Elementary and Secondary School Heads *Public Schools District Supervisors *SDS and ASDSs *CID and SGOD Chiefs *Administrative Officer V- Admin * EPS *SEPS *SDO Nurse





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Enclosure No. 2

**1<sup>st</sup> DIVISION MANCOM TECHNICAL WORKING GROUP**

June 22, 23 and 26, 2023

<b>ASSIGNMENT</b>	<b>NAME OF IN-CHARGE</b>
Audio Visual Presentation of Preliminaries, Technical	Day 1 – Gilbert L. Perez Day 2 – Benedicto S. Calingasan Day 3 – Russel L. Perez
Program Facilitators	Day 1 – Jenevieve P. De Leus Day 2 – Rundolph R. Abanto Day 3 – Niña D. Dimaculangan
Secretariat – Minutes of the Meeting and Documentation	Day 1 – Susana E. Csalme Day 2 – Edjie P. Calanog Day 3 – Lucky May L. Pasia



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