



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

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July 27, 2022

DIVISION MEMORANDUM

No. 231, s. 2022

12th DIVISION MANAGEMENT COMMITTEE MEETING

TO: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Section Heads
All Others Concerned

1. Please be informed that the 12th Division Management Committee Meeting (MANCOM) will be conducted on August 2-5, 2022 8:00 AM onwards at M.I Sevilla's Resort-Lucena City.
2. The proposed agenda and program of activities are contained in Annex A of this memorandum.
3. The schedule and attendees to this activity are the following:

DATE	DISTRICT/SDO	PARTICIPANTS
August 2, 2022 (Day 1)	LOBO SAN JUAN WEST ROSARIO EAST PADRE GARCIA SAN JOSE BAUAN WEST TINGLOY STO. TOMAS NORTH TALISAY SDO PERSONNEL	*Public Elementary and Secondary School Heads *Public Schools District Supervisor *SDS and ASDSs *SGOD and CID Chief *Administrative Officer V-Admin *SDO Nurse
August 3, 2022 (Day 2)	CALACA SAN PASCUAL CALATAGAN SAN LUIS LIAN NASUGBU WEST AGONCILLO SAN NICOLAS BALETE	*Public Elementary and Secondary School Heads *Public Schools District Supervisor *SDS and ASDSs *SGOD and CID Chief *Administrative Officer V-Admin *SDO Nurse

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

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	SDO PERSONNEL	
August 4, 2022 (Day 3)	LEMERY ROSARIO WEST TAYSAN MABINI LAUREL IBAAN BALAYAN EAST MATAASNAKAHOY BAUAN EAST SDO PERSONNEL	*Public Elementary and Secondary School Heads *Public Schools District Supervisor *SDS and ASDSs *SGOD and CID Chief *Administrative Officer V-Admin *SDO Nurse
August 5, 2022 (Day 4)	NASUGBU EAST SAN JUAN EAST TUY MALVAR TAAL STO. TOMAS SOUTH CUENCA BALAYAN WEST ALITAGTAG STA. TERESITA SDO PERSONNEL	*Public Elementary and Secondary School Heads *Public Schools District Supervisor *SDS and ASDSs *SGOD and CID Chief *Administrative Officer V-Admin *SDO Nurse

4. Food and accommodation of one thousand two hundred pesos (Php1, 200) shall be charged each participant, and will be collected at the venue. Personnel who will stay overnight at the venue shall pay two thousand pesos (P2,000)/day to cover expenses for board and lodging.
5. Expenses incurred relevant to the conduct of the activity will be charged against Division and School MOOE subject to the usual accounting and auditing procedures
6. Participants shall bring their copy of Vaccination Card. Safety protocols shall be observed at all times.
7. Immediate and wide dissemination of this Memorandum is desired.

MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

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Annex A

12th DIVISION MANAGEMENT COMMITTEE MEETING
August 2-5, 2022

PROGRAMME

TIME	MINUTES	ACTIVITY/TASK	PERSON INVOLVED
7:00 – 7:45	45	Arrival of Participants	
7:45 – 7:55	10	Preliminaries: Ecumenical Prayer National Anthem	Audio Visual Presentation
7:55 – 8:10	15	Presentation of Participants	Emcee
8:10 – 8:20	10	Opening and Welcome Remarks	Nadine C. Celindro Asst. Schools Div. Superintendent
8:20 – 8:30	10	Reading of Previous Minutes Presentation and Approval of Previous Minutes	Top Management for the approval
8:30 – 8:45	15	Inspirational Message	Merthel M. Evardome Schools Division Superintendent
8:45 – 9:45	60	DepEd Order No. 034 s. 2022 School Calendar and Activities for the School Year 2022-2023	Nadine C. Celindro Asst. Schools Div. Superintendent
9:45 -10:45	60	DepEd Order No. 035 s. 2022 Guidelines on Enrollment for School Year 2022-2023 in the Context of Re-Introduction of the In- Person Classes	Nicolas M. Burgos Asst. Schools Div. Superintendent
10:45 – 11:00	15	Wellness Break	
11:00 – 12:00	60	Class Organization and Time Allotment per Learning Area	Mario M. Maramot CID Chief
12:00 – 1:00	60	LUNCH BREAK	

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1:00 – 2:00	60	Discussion on the CSC Resolution- Flexible Work Arrangements in the Public Sector	Lou C. Panaligan Administrative Officer V
2:00 – 3:00	60	SDS Hour	Merthel M. Evardome Schools Division Superintendent
3:00 – 3:30	30	Other Matters	Program Facilitator/Top Management
3:00 – 4:30	90	Open Forum/ Synthesis	Program Facilitator/Top Management
4:30 – 5:00	30	Closing Remarks	Nicolas M. Burgos Asst. Schools Div. Superintendent

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12th DIVISION MANCOM TECHNICAL WORKING GROUP
August 2-5, 2022

ASSIGNMENT	NAME OF IN-CHARGE
Audio Visual Prayer & National Anthem	Day 1- Russel Perez Day 2- Maria Niña Macalalad Day 3- Benedicto Calingasan Day 4- Gilbert Perez
Attendance, Certificate & Registration Fee	Lou C. Panaligan
Programme Master of Ceremony (Day 1-4)	Day 1- Movita Cruzat Day 2- Niña Dimaculangan Day 3- Gregorio M. De Chavez, Jr Day 4- Mary Jane Gonzales
Minutes of the Meeting (Day 1-4)	Day 1- Wennie Gonzales Day 2- Jennifer Cabello Day 3- Gilma Porley Day 4- Louie Alvarez

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