



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

August 3, 2020

DIVISION MEMORANDUM
NO. 137 s. 2020

2nd REGULAR DIVISION MANAGEMENT COMMITTEE CONFERENCE(VIRTUAL)

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance & Operation Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

1. Please be informed that our 2nd Regular Division Management Committee (ManCom) will be on August 11, 2020. It will be a Video Conference which will start at 8:00 in the morning until 5:00 in the afternoon.
2. The participants in this activity are the SDS, ASDS, CID and SGOD chiefs, Education Program Supervisors, Public Schools District Supervisors, Elementary and Secondary Principals/School Heads, SDO Section Heads, PDO II(DRRM), Planning Officer, 1 Nurses' representative, 2 Dentists and Guidance Coordinator of this Division.
3. The objectives of the Conference are:
 - 3.1 To present and discuss DepEd National and Regional updates;
 - 3.1 To bring in view the recent accomplishments from the functional Divisions;
 - 3.2 To disseminate the Basic Education Learning Continuity Plan;
 - 3.3 To determine the level of preparedness of Districts for the opening of classes;
 - 3.4 To manage issues and concerns that may arise.
4. The Conference will follow the usual proceedings. In the Mancom proper, the following will be followed:
 - SDS's time
 - ASDS's time
 - CID Chief's time



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- SGOD Chief's time
- Finance Office's time
- PSDS's time

The reporters/presenters will be given exactly **5 minutes** to deliver their piece. Going beyond 5 minutes means automatic cutting off of their report/presentation finished or not finished.

5. The participants to this Management Committee Video Conference shall receive invitation through their DepEd email. Please check DepEd email prior to the date of the Video Conference.
6. The minutes of the Video Conference will be recorded and documented by the Planning and Research Unit of the SGOD functional Division.
7. Expenses to be incurred in this activity shall be charged against Division MOOE subject to the wonted accounting and auditing policies, rules and regulations.
8. Wide and immediate dissemination of this memorandum is highly recommended.
9. For information, guidance and compliance.


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Schools Division Superintendent
msl



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