



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM

No. 255 s. 2017

**TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
DIVISION UNIT HEADS
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, Ph. D.
OIC-Schools Division Superintendent

SUBJECT : 4th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

DATE : September 13, 2017

This office announces the conduct of 4th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING which is scheduled on September 18, 2017 at Batis Aramin Resort, Brgy. Malupak, Lucban, Quezon.

Expected participants are the OIC-ASDS, CID and SGOD Chiefs, Education Program Supervisors, SGOD Personnel, Administrative Officer V, HRMO II, Budget and Finance Officers, Division Information and Technology Officer and all Public Elementary and Secondary School Heads. Participants are required to pre-register online at <http://deped.in/tayabas4thmancom> on or before 12:00 noon of September 15, 2017.

Meals of participants (breakfast, am snacks, lunch & pm snacks) shall be charged against HRTD Fund while traveling and other incidental expenses shall be charged against local funds subject to its usual accounting and auditing rules and procedures.

Enclosed herewith are the indicative program of activities and list of participants.

100% attendance of all concerned is hereby enjoined.

SGOD/Planning/4th Division MANCOM
DM _____/9/13/2017

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Email us at: tayabas.city@deped.gov.ph

Website: www.depedtayabascity.ph

tel. no. : (042) 797-0591

telefax no. : (042) 797-0054), (042) 797-0773





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4th Division Management Committee Meeting

September 18, 2017

Arrival of participants/breakfast (6:30 – 7:30 am)

I – Registration (7:30 – 8:00 a.m.) Mrs. Marife R. Lagar
Mrs. Generosa F. Zubieta

II – Opening Program (8:00 – 8:30 a.m.)

Phil. National Anthem	Audio Visual Presentation
Invocation	Audio Visual Presentation
Roll Call of Participants	Josefina R. Oabel
	HRMO II
Message	Catherine P. Talavera, Ph.D.
	OIC-SDS

III – Reading and Approval of the Minutes of Previous MANCOM Meeting (8:30-8:45 a.m.)

IV – MANCOM Proper (8:45 – 5:00 p.m.)

1. Administrative & Legal Matters	Conrado C. Gabarda Administrative Officer V
2. Budget & Finance Updates	Benjamin A. Millares Budget Officer III Agnes M. Luzadas Accountant III
3. SGOD Updates	Edwin R. Rodriguez, Ed. D. Chief SGOD
4. CID Updates	Imelda C. Raymundo Chief CID
5. ASDS' Concerns	Edwin Paul M. Navarro OIC-ASDS
6. SDS' Time	Catherine P. Talavera, Ph.D. OIC-SDS

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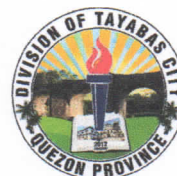
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LIST OF MANCOM PARTICIPANTS

- | | |
|----------------------------------|------------------------------|
| 1. Dr. Catherine P. Talavera | 31. Jeffrey Dimailig |
| 2. Edwin Paul M. Navarro | 32. Alona C. Crisanto |
| 3. Dr. Edwin R. Rodriguez | 33. Lea A. Cosico |
| 4. Imelda C. Raymundo | 34. Waldymar A. Pasacsac |
| 5. Joseph Jay U. Aureada | 35. Patria D. Cabriga |
| 6. Dr. Christian J. Bables | 36. Leonora L. De Rama |
| 7. Sancho C. Calatrava | 37. Elpidia C. Palayan |
| 8. Louie L. Fulledo | 38. Arlene D. Pagana |
| 9. Mildred Z. Galleno | 39. Aldwin V. Capistrano |
| 10. Pelagia L. Manalang | 40. Girlie Abaricia |
| 11. Sherwin C. Quesea | 41. Juliet M. Labita |
| 12. L. C. Richelle F. Quintero | 42. Myrna B. Tabernilla |
| 13. Georgia P. Talabong | 43. Honesto A. Caagbay Jr. |
| 14. Generosa F. Zubieta | 44. Monica P. Bautista |
| 15. Joan Kathleen T. Brizuela | 45. Teresa E. Andaya |
| 16. Ermelo A. Escobinas | 46. Maria Gracia R. Naynes |
| 17. Marife R. Lagar | 47. Luz A. Pacaigue |
| 18. Fideliza V. Lucas | 48. Melinda A. Buncayo |
| 19. Nonilon Z. Nadal | 49. Ma. Lina L. Ayangco |
| 20. Engr. Gian Carlo O. Pardilla | 50. Dennis O. Labita |
| 21. Luzviminda O. Saludares | 51. Ronan R. Ranillo |
| 22. Kendrick C. Cabriga | 52. Leah C. Clado |
| 23. Conrado C. Gabarda | 53. Natalia A. Andaya |
| 24. Josefina R. Oabel | 54. Edissa S. Contreras |
| 25. Agnes M. Luzadas | 55. Roderick O. Hugo |
| 26. Benjamin A. Millares | 56. Rowena O. Sabiduria |
| 27. Michelle E. Gabuya | 57. Evelyn R. Palambiano |
| 28. Larvin O. Labrada | 58. Mary Grace M. Cabili |
| 29. Adrian N. Naynes | 59. Dr. Gener C. Delos Reyes |
| 30. Dr. Joy C. Buban | 60. Ferdinand T. Glor |



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