



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION OF TAYABAS**  
Luis Palad Comp., Brgy. Ipilan, Tayabas City



DM-12-410

DEPED-TAY-DM-SGOD-18- 4/0

TO : **OIC-ASST. SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, CID AND SGOD  
DIVISION UNIT HEADS  
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
OTHER CONCERNED PERSONNEL**

FROM : **CATHERINE P. TALAVERA, CESO VI**  
Schools Division Superintendent

SUBJECT : **DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING CUM  
PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) ORIENTATION**

DATE : **DECEMBER 10, 2018**

1. Please be informed that this office will conduct Division MANCOM Cum PMIS Orientation on December 18, 2018 at Queen Margarett Hotel, Brgy. Domoit, Lucena City.
2. Participants to this activity are the OIC-Assistant Schools Division Superintendent, CID and SGOD Chiefs, Education Program Supervisors, SGOD Personnel, Administrative Officers, Budget and Finance Officers, Division Information and Technology Officer, Select SDO Personnel and all Public Elementary and Secondary School Heads.
3. A registration fee of Seven Hundred Pesos (Php 700.00) shall be collected from each participant to cover meals and snacks (breakfast, a.m. snacks, lunch, and p.m. snacks) chargeable against local funds subject to the usual accounting and auditing rules and procedures.
4. Enclosed are the list of participants and indicative program of activities.
5. 100% attendance of all concerned is hereby enjoined.

**We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.**

*S*-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate in the promotion of healthy schools *R*-ender timely and responsive services  
*H*-elp create a child-friendly environment *I*-ntegrate QMS in all SDO activities *G*-overn gender sensitive workplace *H*-all quality standards

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DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING CUM PROGRAM  
MANAGEMENT INFORMATION SYSTEM (PMIS) ORIENTATION

December 18, 2018, Queen Margarett Hotel  
Brgy. Domoit, Lucena City

PARTICIPANTS

PARTICIPANTS	NO. OF PAX
Elementary School Heads	32
Secondary Schools	
RQMNHS	1
WPNHS	1
LPIHS	4
Stand Alone SHS	2
Schools Division Office	<u>30</u>
TOTAL	70

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**MANCOM CUM PMIS ORIENTATION**

December 18, 2018

Queen Margarett Hotel, Brgy. Domoit, Lucena City

## INDICATIVE PROGRAM OF ACTIVITIES

- I – Registration (7:00 – 8:00 a.m.) ..... Secretariat
- II – Opening Program (8:00 – 8:30 a.m.)
- |                           |       |                                 |
|---------------------------|-------|---------------------------------|
| National Anthem           | ..... | AVP                             |
| Prayer                    | ..... | AVP                             |
| Roll Call of Participants | ..... | Mrs. Josefina R. Oabel, HRMO II |
| Message                   | ..... | Dr. Catherine P. Talavera, SDS  |
| Energizer                 | ..... | AVP                             |
- III – MANCOM Proper (8:30 – 12:30 p.m.)
- Reading and Approval of the Minutes of 7<sup>th</sup> Division MANCOM
- |                                     |   |
|-------------------------------------|---|
| Administrative & Legal Matters..... | Conrado C. Gabarda<br>Administrative Officer V                    |
| Budget & Finance Concerns .....     | Benjamin A. Millares<br>Budget Officer III                        |
|                                     | Agnes M. Luzadas<br>Accountant III                                |
| SGOD Concerns .....                 | Edwin R. Rodriguez, Ed. D.<br>Chief, SGOD                         |
| CID Concerns .....                  | Imelda C. Raymundo<br>Chief, CID                                  |
| ASDS Concerns.....                  | Maylani L. Galicia<br>OIC - ASDS                                  |
| SDS Hour .....                      | Catherine P. Talavera, CESO VI<br>Schools Division Superintendent |
- IV- PMIS Orientation (1:00 – 5:00 p.m.)
- |                          |   |                           |
|--------------------------|---|---------------------------|
| Basics of WFP            | } | SDO Tayabas Planning Team |
| Basics of PPMP and CSE   |   |                           |
| Encoding of PPMP and CSE |   |                           |
| Activity Request         |   |                           |
| Next Steps               |   |                           |

Mrs. Joan Kathleen T. Brizuela  
Emcee

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