



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

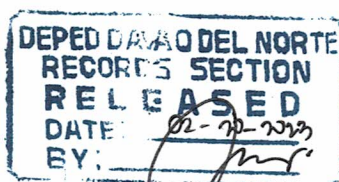
**DIVISION MEMORANDUM**  
**SGOD-2023-0055**

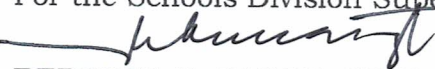
To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Education Program Supervisors, Curriculum Implementation Division  
Education Program Supervisor, School Governance and Operations Division  
Public Schools District Supervisors  
School Heads Concerned  
All Others Concerned

Subject: **PROGRAM MANAGEMENT TEAM AND TECHNICAL WORKING GROUP  
FOR THE REGIONAL MANAGEMENT COMMITTEE (MANCOM) MEETING**

Date: February 16, 2023

1. In relation to the conduct of the Regional Management Committee (MANCOM) Meeting on February 23-24, 2023, the Program Management Team and Technical Working Group is hereby constituted to facilitate the various lined up programs and activities (see Enclosure 1).
2. All personnel are enjoined to observe proper decorum and to play their vital roles, responsibilities, and assignments effectively and efficiently to make the Regional MANCOM Meeting successful.
3. Travel and other allowable expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. The personnel who render overtime services shall earn corresponding service credits and compensatory overtime credit (COC) as stipulated in DepEd Order No. 53, s. 2003.
5. It is also emphasized that while in the activity, the personnel shall observe and follow the minimum health protocols in accordance with the Inter-Agency Task Force Against Infectious Disease (IATF) and Department of Health (DOH) rules and guidelines, while the Equal Opportunity Principle (EOP) must always be upheld.
6. For information and guidance of the concerned.



For the Schools Division Superintendent:  
  
**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

Enclosures: As stated  
sgod/djql

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**Enclosure 1: PROGRAM MANAGEMENT TEAM/TECHNICAL WORKING GROUP**

ASSIGNMENT	ASSIGNED PERSONNEL/OFFICE		SCHEDULE	VENUE
	PERSONNEL	OFFICE		
School Visit Preparation Monitoring and Provision of Technical Assistance	Ramel M. Pilo	SGOD	February 17-22, 2023	All schools that will be visited
	Eduard C. Amoguis	CID		
	PSDS/EPS	CID/SGOD		
Billeting/ Ushering of the Regional MANCOM Members	Gay P. Taguiran	SGOD-HRD	February 23, 2023	Big 8 Corporate Hotel
	Grace Banzon	ACCOUNTING		
	Joanna Mari Borbon	PERSONNEL		
	Queen Claire Arena	ACCOUNTING		
	Charline Udani Edgar Manaran	CID		
Meals of Drivers	Romela Pangandoyon	SGOD-SMN	February 23, 2023 (Dinner); February 24, 2023 (Breakfast & Lunch)	
	Norhan Jalmaani			
Socials (Activity; Drinks & Pica-Pica)	Romel Pangandoyon	SGOD-SMN	February 23, 2023 evening	Clubhouse
	Norhan Jalmaani			
	PSDS, EPS	CID		
Standby Coffee and Bottled Water	Section Heads	All Sections	February 23, 2023	Division Officer Receiving Area
Standby Vehicles	Arnel Labasan	SGOD-SMME	February 23, 2023	To and From Division Office/Big 8 Corporate Hotel/ Clubhouse
	Medos Jala	CID		
Venue for the MANCOM Meeting	Gay Taguiran	SGOD-HRD	February 24, 2023	Pavilion

Lei (Procurement/ Preparation)	Gay Taguiran Grace Banzon Joanna Mari Borbon Queen Claire Arena	SGOD HRD Accounting Personnel Accounting	February 24, 2023	Pavilion
LED Wall	Romela Pangandoyon Norhal Jalmaani	SGOD-SMN	February 24, 2023	Pavilion
DavNor Band	Romela Pangandoyon Norhal Jalmaani	SGOD-SMN	February 23, 2023 evening during the socials	Clubhouse
Token for the MANCOM Members	Romela Pangandoyon Norhan Jalmaani	SGOD-SMN	February 24, 2023	Pavilion
Fruits and Pica- pica	PSDS	CID		
Standby Medical Team	Dr. Angeline Paulma	SGOD-SHS	February 24, 2023	Pavilion
Correspondence/ Memo	Danilo Lumayno	SGOD-SMME	February 15-24, 2023	Division office
Coordination with PNP and PDRRMO for Security	Mary Kristine Sagot	SGOD-SMN	February 15-24, 2023	Division Office and Venues
ICT Support	Paul Arsolon	ICTU	February 23-24, 2023	Clubhouse Pavilion
	Franklin Maynucas			
	Elvin Anajao	SGOD-YFP		
Assistance in the Whole duration of MANCOM Meeting	CID and SGOD Assigned Personnel	SGOD CID	February 23-24, 2023	Division office, Schools to be Visited, Pavilion, Clubhouse