



DM2020-9-366  
DEPED MALAYBALAY CITY DIVISION  
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BY: [Signature]

Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

**DIVISION MEMORANDUM**

No. 366, s. 2020

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
All Others Concerned  
This Division

From: **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent [Signature]

Date: September 24, 2020

Subject: **6<sup>th</sup> DIVISION MANAGEMENT COMMITTEE MEETING ( MANCOM )**

1. In line with the preparation of the World Teachers Day Celebration and the upcoming opening of classes this October. This Office will hold its Division Management Committee Meeting ( MANCOM ) on **September 25, 2020** ( Friday ) at exactly 9:00 o'clock in the morning to 12:00 noon via Google meet.

2. The participants to this meeting are:

- a. Assistant Schools Division Superintendent
- b. Chief Education Supervisors, CID and SGOD
- c. Education Program Supervisors
- d. Public Schools District Supervisors
- e. Senior Education Program Specialists,
- f. Education Program Specialists
- g. Division Engineer
- h. Public Elementary and Secondary School Heads/Teacher-In-Charge/School In-Charge and
- i. Unit Heads



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
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3. The following ad hoc committee shall take charge with the preparation and documentation of the said meeting.

Secretariat:

Marsfith M. Mamawag  
Ria K. Alcuizar- Program Master

Technical:

Paterno T. Padua, Jr. -Web Host  
Rio G. Arbutante

4. Further, participants are required to follow the procedures in joining the webinar, to wit:

- a. Situate in a location with stable and continuous internet connection.
- b. Use the operational DepEd email account and log-in one hour before the schedule.
- c. Minimize the volume of accessories such as headset and speakers or any audio devices to avoid feedback and echo.
- d. Mute your speakers during discussion and Unmute if you are acknowledge to talk.
- e. Check the link posted in your Group Chats an hour before the time of schedule.
- f. Attached is the matrix of activities for reference ( Enclosure 1 ).

5. Enclosed is the matrix of the activity. Should there be queries contact **Woodrow Wilson B. Merida**, Senior Education Program Specialist, Human Resource Development at 09178122754.

Copy furnished:

Records Unit  
HRD



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**MANAGEMENT COMMITTEE MEETING MATRIX**  
September 24, 2020  
Google meet

TIME	ACTIVITY	POINT PERSON
9:00-12:00	Opening Program 1. National Anthem 2. Prayer 3. DRRM	Media Presentation Media Presentation Media Presentation
	Preliminaries	<b>ALIENA S. DAJAY</b> <i>Assistant Schools Division Superintendent Presiding Officer</i>
	Roll Call	<b>RALPH T. QUIROG</b> CID, Chief
	Declaration of Quorum	<b>LORENZO O. CAPACIO</b> SGOD, Chief
	Presentation and approval of the previous minutes of meeting	<b>MARSFIFTH M. MAMAWAG</b> <i>Senior Education Program Specialist</i>
Business Proper		
	<ul style="list-style-type: none"><li>• <b>SGOD</b> COVID 19 updates of Malaybalay City, permit to study, action research presenter, status of psychosocial printed materials, World Teachers Day celebration</li><li>• <b>CID</b> Distance learning dry run updates, updates in ALS, Modules, RBI, TVI, IPED, Guidelines on assessment and grading in light of BELCP, Guidelines in the use of borrowed devices.</li><li>• <b>OSDS</b> Downloading and liquidation of MOOE for the 4rth quarter, updates on filling of items, ERF implementation, salaries of newly hired teachers and salary differential</li></ul>	<b>LORENZO O. CAPACIO</b> SGOD, Chief  <b>RALPH T. QUIROG</b> CID, Chief  <b>VICTORIA V. GAZO PhD, CESO V</b> Schools Division Superintendent
	Adjournment	<b>ALIENA S. DAJAY</b> <i>Assistant Schools Division Superintendent</i>



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