



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

UNM-2023-05-061  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 DATE: 7/2023 Time: 9:20  
 By: [Signature]

**UNNUMBERED MEMORANDUM**

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:  **CHERRY MAE L. REYES, PhD, CESO V**  
 Schools Division Superintendent

Date: May 10, 2023

Subject: **3<sup>rd</sup> DIVISION MANAGEMENT COMMITTEE MEETING**

1. This Office hereby informs the field on the conduct of the **3<sup>rd</sup> Division Management Committee Meeting (MANCOM)** on **May 16, 2023** (Tuesday) at exactly 8:30 o'clock in the morning to 5:00 in the afternoon at Loizas, Pavillion, Grand Hall, Casisang, Malaybalay City, Bukidnon.

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  
 Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)





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

---

3. The following ad hoc committee shall take charge with the preparation and documentation of the said meeting.

Secretariat:

Mary Gladys J. Dublas  
Marsfith M. Mamawag  
Karl C. Pagaran -Program Master

Hall Preparation:

Edelina M. Eborra  
Manuel L. Dinlayan II and GS

Technical:

Rex C. Dacanay  
Rio G. Arbutante

Medical Team

Maria Sarline R. Openiano-Flores, MD, MPM  
All Nurses

4. In addition, all school heads shall wear their district uniform with blazer as well as the division office personnel.

5. Should there be queries contact **Woodrow Wilson B. Merida**, Senior Education Program Specialist, Human Resource Development at 09664752094.

Copy furnished:

Records Unit  
HRD



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



21 93 0060



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

---

**3<sup>rd</sup> DIVISION MANAGEMENT COMMITTEE MEETING**  
**Loiza's Pavilion, Grand Hall**  
**May 16, 2023**  
**8:30 am-5:00 pm**

***Part I: Preliminaries***

- \* National Anthem
- \* Prayer
- \* Provincial Hymn
- \* Division Hymn

***Part II: Business Proper***

Call to Order: **Lorenzo O. Capacio, EDD, Chief – SGOD/Presiding Officer**  
Checking of Attendance: **Ralph T. Quirog, Chief - CID**

- Reading and Correction and Approval of Previous Minutes - **Presiding Officer**
- Issues arising from the previous minutes
- Presentation and Approval of new agenda
  - ✓ **CID Updates**
  - ✓ **SGOD Updates**
  - ✓ **OSDS Updates**
- Awarding/Reporting of RFOT, Journalism and NMRAA Winners
  - \***Sharon Mae A. Bongocan, EPS-MAPEH**
  - \***Maria Concepcion S. Reyes-EPS-Filipino**
  - \***Rosalio P. Arangco, EPS-SGOD**
  - **SDS Time: Cherry Mae L. Reyes, PhD, CESO V**
  - **Open Forum**



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



21 93 0060