



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

02 March 2022

DIVISION MEMORANDUM
No. 103, s. 2022

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR MARCH 2022**

To: **OIC – Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialist
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned


1. This is to announce to all concerned the schedule and venue of the Division Management Committee Meeting for March 2022.

Participants	Date and Time	Venue
OIC-ASDS, CES, EPS, PSDS, Unit and Section Heads of Division Office proper Public Elementary, Secondary and Integrated School Heads, Teachers-In-Charge and Officers-In-Charge – Western Side of Aklan	March 8, 2022 8:00 A.M. to 5:00 PM	Malinao School of Philippine Craftsmen Covered Court, Malinao, Aklan
OIC-ASDS, CES, EPS, PSDS, Unit and Section Heads of Division Office proper Public Elementary, Secondary and Integrated School Heads, Teachers-In-Charge and Officers-In-Charge – Eastern Side of Aklan	March 9, 2022 8:00 A.M. to 5:00 PM	Linabuan Norte Elementary School Covered Court, Kalibo, Aklan

Note:

- a. **Only the Cluster Head will attend;**
 - b. **Teacher-In-Charge of lone teacher schools should NOT attend.**
2. Participants are also reminded of the provision of DepEd Task Force COVID-19 Memorandum No. 575, dated 07 December 2021 titled IATF Vaccination Requirement for Personnel reporting On-site Beginning 01 December 2021, particularly **Paragraph 3, letter e.i.**, to wit:

Paragraph 3: Consistent with IATF Resolution Nos. 148-B and 149, s. 2021, the following shall be observed in DepEd:
 - e. For consistency, the same requirement—that they are either fully vaccinated or RT-PCR/antigen-negative, as described above—shall be imposed on:
 - i. Personnel required to travel or attend a work-related face-to-face gathering (e.g., seminar, training, monitoring, worship, forum, meeting);
 3. Proper health and safety protocols shall be strictly observed during the conduct of the activity.
 4. Expenses incurred relative to food allowance and travel expenses of participants shall be charged against school MOOE while that of division office shall be charged against division MOOE subject to the usual accounting and auditing rules and regulations.
 5. Wide dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

MMDA/srb



MANAGEMENT COMMITTEE MEETING

STEERING COMMITTEE

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

JERSON B. LABOS EdD
OIC – Office of the Assistant Schools Division Superintendent

Dr. DOBIE P. PAROHINOG
Chief Education Supervisor – CID

MICHAEL T. RAPIZ
Chief Education Supervisor – SGOD

Working Committees

Program

Chair: Dr. Ruby Agnes B. Estrada
Members: EPS Johann C. Cawaling
EPS Roland F. Democrito
EPSt II John C. Marciales
ADA VI Mary Richelyn Joy A. Tolentino

Hall/Stage Decorations

Chair: EPS Rebecca R. Ibarreta
Members: EPS Marth S. Tropa
EPS Edselyn T. Biray
Host School

Invitation/Communication

Chair: EPS Kyzil D. Lipar
Members: EPS Ruby Agnes B. Estrada
SEPS June R. Patricio
AO II Shena R. Bondad
JO Wilbert V. Florencio

Documentation

Chair: OIC-SEPS Darren N. Naelgas
Members: PO III Milgie C. Villareal
ADA VI Lance Jester R. Dantes
JO Nelieta Z. Iradiel

Finance/Budget

Chair: AO V Bella S. Suante
Members: Acct. III Marissa A. Jizmundo
AO VI Feby D. Moleta

Venue, Tables, Chairs, Sounds

Chair: EPS Ariel Z. Zubiaga
Members: AO IV Mildred B. Zante
EPSst II Hajji S. Tropa
EPSst II Maria Theresa L. Lao
ADA VI Rommel B. Zante
JO Rafael B. Nagamos

Attendance/Registration

Chair: AO V Patrocenia Y. Mamburam
Members: AO IV Marlyn T. Bereber
PDO I Sheena Rick Y. Mamburam
ADA VI Mary Jean P. Sim
ADA VI Cindy D. Bautista

ICT

Chair: ITO I Floradel P. Jamero
Members: PDO II Mahnnie Q. Tolentino
PDO I Melky B. Arboleda

Medical, Dental and Nursing Services

Chair: Dr. Rhoby M. Fernandez
Members: School Health and Nutrition Section

Meals, Refreshments, Cleanliness

Chair: EPS Marivic I. Tolentino
Members: ADAs III Jerald B. Dela Cruz
All ADAs and Job Orders

Public Relations

Chair: SEPS Mar Bien Gregory G. Parel
Members: EPSt II Apple Gay M. Oquendo
PDO II Charlie I. Ureta