



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



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14 February 2019

DIVISION MEMORANDUM

No. 055, s. 2019

**SDO ILOCOS SUR UPDATING ON DEPED POLICIES, SYSTEMS AND PROCESSES
CUM MANAGEMENT COMMITTEE MEETING**

To: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Medical Officer III
Engineer III
Senior Education Program Specialists
Information Technology Officer I
Accountant III
Administrative Officer V (Administrative & Budget)
Planning Officer III
Education Program Specialists II
Project Development Officers
Librarian II
Nurse In-Charge
Dentist In-Charge
Administrative Officers IV (Supply, Records, Personnel, Cash)
Public Secondary Principals/Head Teachers/OICs/TICs
Public Elementary Principals/Head Teachers/OICs/TICs
Assistant School Principals
Presidents, Division Teachers Association
Others Concerned

1. The SDO Ilocos Sur Updating on DepEd Policies, Systems and Processes Cum Management Committee Meeting will be held on February 26, 2019 at 8:00 AM sharp.
2. Venue, lunch and snacks (AM & PM) to be served shall be charged against HRTD Fund of the Division while travelling expenses of Principals/Head Teachers/OICs/TICs/Presidents of Division Teachers Association shall be charged against the downloaded school MOOE subject to the usual accounting and auditing rules and regulations.
3. The venue will be announced later through an Advisory after the conduct of the procurement process as per RA 9184.
4. For information, widest dissemination and strict compliance.



GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

SDO Ilocos Sur Updating Policies Systems and Processes



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**SDO ILOCOS SUR UPDATING ON DEPED POLICIES, SYSTEMS AND PROCESSES
CUM MANAGEMENT COMMITTEE MEETING**

PROGRAM OF ACTIVITIES

Date: February 26, 2019

Venue: _____

Time	Topic/Activity	Person Responsible/LSP
7:30 – 8:00	Arrival and Registration	Secretariat/Documenter
8:01 – 8:30	Preliminaries <ul style="list-style-type: none"> National Anthem Doxology 	AVP AVP
8:31	MANCOM Meeting Proper	
	• Presentation of Participants	Secretariat
	• Start of the Meeting and Call to Order	Ms. Gemma Q. Tacuycuy, CESO V <i>Schools Division Superintendent</i>
	• Approval of the Agenda • Adoption of the Minutes of the Previous Meeting	Dr. Arnel C. Doctolero <i>OIC-Asst. Schools Division Superintendent ManCom Meeting Chair</i>
	• Updates from Landbank	Manager/Representative, Landbank Vigan
	• Superintendent's Time	Ms. Gemma Q. Tacuycuy, CESO V <i>Schools Division Superintendent</i>
	• COA-DepEd-DBM Joint Circular No. 2019-1 Management of Cash Advances to DepEd Non-Implementing Units (Non-IUs) for School MOOE and Program Funds	Mr. Louie L. Jacob <i>Accountant III</i>
	• Other Matters	
	• Vote of Thanks	Dr. Arnel C. Doctolero <i>OIC-Asst. Schools Division Superintendent ManCom Meeting Chair</i>
	• Other Announcements	
	• Adjournment	

Secretariat: Dr. Maria Salome R. Abero, Chief, CID
Mr. Jose P. Bueno, Jr., OIC-Chief, SGOD

Documenters: Ms. Rodessa R. Rodillas, EPS II
Ms. Aphrodite Hope E. Martinez, PDO I
Mr. Julimar R. Buquing, ITO I

APPROVED:

GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

