



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



07 May 2019

DIVISION MEMORANDUM

No. 107, 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

1. The SDO Ilocos Sur Updating on DepEd Policies, Systems and Processes Cum Management Committee Meeting shall be held on May 16, 2019 at 8:00 AM sharp.
2. **All the 451 elementary schools, including primary and clustered schools shall be represented in the said activity. Likewise, the 64 secondary schools, including integrated schools shall also be represented in the activity. Assistant School Principals are also enjoined to attend the activity.**
3. 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.
4. The venue shall be announced later through an Advisory after the conduct of the procurement process as per RA 9184.
5. Widest dissemination and strict compliance of this memorandum is enjoined.

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

SDO Ilocos Sur BY: [Signature] Updating Policies Systems and Processes

GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent



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

PROGRAM OF ACTIVITIES

Date: May 16, 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 AnthemDoxology	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</i> <i>ManCom Meeting Chair</i>
	• Director's Time	Dr. Malcolm S. Garma <i>Regional Director</i>
	• Superintendent's Time	Ms. Gemma Q. Tacuycuy, CESO V <i>Schools Division Superintendent</i>
	• Updates, from CID, SGOD, OSDS	
	• Other Matters	
	• Vote of Thanks	Dr. Arnel C. Doctolero <i>OIC-Asst. Schools Division Superintendent</i> <i>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