



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

2503-2257

**DIVISION MEMORANDUM**

No. 178 s, 2025

**APRIL 2025 DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor (SGOD & CID)  
 Education Program Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This office shall conduct a Division Management Committee (MANCOM) Meeting on **April 2, 2025, 9:00 am**, at the SDO Conference Hall.
2. The meeting aims to gather all DepEd Vigan key officials and personnel to discuss crucial issues and concerns on the school operations and important updates relevant to DepEd priorities and programs.
3. Participants to this activity are the following:

<b>OSDS</b>	<ul style="list-style-type: none"> <li>• Schools Division Superintendent</li> <li>• Assistant Schools Division Superintendent</li> <li>• Section Heads</li> <li>• Unit Heads</li> </ul>
<b>CID</b>	<ul style="list-style-type: none"> <li>• Chief Education Supervisor</li> <li>• Education Program Supervisors</li> </ul>
<b>SGOD</b>	<ul style="list-style-type: none"> <li>• Chief Education Supervisor</li> <li>• Education Program Supervisor</li> <li>• Section Heads (Soc-Mob, Networking, SME, Planning and Research, HRD, Education Facilities, Health and Nutrition)</li> </ul>
<b>SCHOOLS</b>	<ul style="list-style-type: none"> <li>• Public School Heads</li> <li>• Assistant School Principals</li> <li>• Department Heads</li> </ul>

4. The following agenda shall be discussed:
  - a. *Accountability of School Heads (Republic Act No. 9155 or the Governance of Basic Education Act of 2001) and other related policies, Flexitime Policies, Election Policies, New Uniform Policy – Atty. Kim R. Tagorda, AO-V*



**Address:** Mena Crisolago St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
**Telephone No:** (077) 722-20-23 / (077) 632-05-33  
**Email Address:** vigan.city@deped.gov.ph  
**Website:** [www.depedviganacity.com](http://www.depedviganacity.com)

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- b. *Checking of Forms and other Updates*— Ms. Marie Christine L. Natividad, Chief Education Supervisor, CID
  - c. *End of School Year Rites*  
*Sports Program* —Mr. Rodrigo Q. Reyes, Jr., Chief Education Supervisor, SGOD
    - i. *Results of 2025 R1AA and Comparative Analysis of Performance for the last three (3) years*
    - ii. *Future Plans*
  - d. *Performance Management issues and concerns in connection with the new promotion guidelines DepEd Order No. 20, s. 2024*— Greatest Yeng Molina, AO IV-HRMO and Atty. Kim R. Tagorda, AO-V
  - e. Other Matters
5. **Lunch** shall be served to all participants, chargeable against SDO Proper MOOE, subject to usual auditing and accounting procedures and policies. **Participants are required to bring their tumblers and reusable food containers to avoid the use of single use plastic.**
6. For information and strict attendance. No proxies allowed except for those with official designation as OIC.
7. This Memorandum shall serve as locator slip of all personnel concerned.
8. Immediate dissemination of this Memorandum is desired.



**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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