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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 318 s, 2025

**JUNE 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 **June 4, 2025, 2:00 pm**, 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:

Reminders on Donations and Solicitations, Vacancies, Re-echo of RCPAS	Atty. Kim R. Tagorda, AO-V
Result of Palarong Pambansa and Future Plans,	Mr. Rodrigo Q. Reyes, Jr., Chief Education Supervisor, SGOD



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Brigada Eskwela, National Inventory Day, Enrollment	
Beginning of School Year Activities, Division Training on the Revised K to 10 Curriculum (MATATAG-Gr. 2, 3, 5, 8)—	Marie Christine Natividad, Chief Education Supervisor CID
Other matters and concerns.	

5. **Light snacks** 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 to avoid the use of single use plastics.**
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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