



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

2512-2079

**Office of the School Division Superintendent**

**DIVISION MEMORANDUM**

No. 983, s. 2025

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

1. This office shall conduct a Division Management Committee (MANCOM) Meeting on **December 26, 2025 at 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. Participant 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> <li>• OSDS Staff</li> </ul>
<b>CID</b>	<ul style="list-style-type: none"> <li>• Chief Education Supervisor</li> <li>• Education Program Supervisor</li> <li>• CID Staff</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> <li>• SGOD Staff</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>



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4. The following agenda shall be discussed
  - a) CID
    - Aral MOSY Results
    - Nat Grade VI Results
  - b) SGOD
    - Sports Updates
  - c) Admin
    - Report on Reclass of Teachers
5. For information and strict attendance. No proxies allowed except for those with official designation as OIC.
6. This Memorandum shall serve as locator slip of all personnel concerned.
7. Immediate dissemination of this Memorandum is desired.

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



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