



2003-1386

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

DIVISION MEMORANDUM
No. 221, s. 2026

18 MAR 2026

DIVISION MANAGEMENT COMMITTEE MEETING

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public School Heads of Elementary and Secondary Schools
All Others Concerned

1. The Office shall conduct the Division Management Committee Meeting (MANCOM) at the SDO Vigan City Conference Hall on March 24 – 25, 2026.
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, including but not limited to:
 - a. Conduct of the K to 12 Basic Education Program End-of-School-Year Rites
 - b. Division Checking of Promotional Reports
 - c. Functional Division Updates
 - d. Quality Management System Updates
 - e. Other Concerns
3. The participants to the activity are the top management, chief education supervisors, education program supervisors, section/unit heads, program owners, school heads and members of the Quality Management Structure.
4. Expenses incurred in the conduct of the activity (accommodation and token of resource speakers, snacks of participants and lunch of top management and resource speakers) shall be charged to Division MOOE/local fund.
5. Participants are advised that provision for lunch shall be on a personal basis.
6. For information and strict attendance. No proxies allowed.
7. This memorandum shall serve as locator slip of all participants concerned.
8. Immediate dissemination of this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
18 MAR 2026
RELEASED
BY: _____

SGOD-HRD/ahem/TATDivisionMANCOM
2026-024/March 17, 2026



Address: Mena Crisologo 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.depedvigancity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM

