



2008-1435

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

DIVISION MEMORANDUM
No. 676, s. 2026

24 AUG 2026

**DIVISION MANAGEMENT COMMITTEE MEETING CUM UPDATING
OF THE QUALITY MANAGEMENT SYSTEM**

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

1. This Office shall conduct the Division Management Committee Meeting (MANCOM) cum Updating of the Quality Management System at the SDO Vigan City Conference Hall on August 27-28, 2026.
2. The meeting aims to gather all DepEd Vigan key officials, personnel and school heads 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. Quality Management System Updates
 - b. Planning Documents
 - c. Risk Management, Knowledge Management, and Management Review Processes
 - d. Other Concerns
3. The participants to the activity are the top management, chief education supervisors, education program supervisors, section/unit heads, program owners, members of the Quality Management Structure and the school heads.
4. Expenses incurred in the conduct of the activity (accommodation, token, meals and snacks of participants) shall be charged to Division MOOE/local fund subject to the usual accounting and auditing rules and regulations.
5. This issuance serves as the locator slip for the participants.
6. Immediate dissemination of this Memorandum is desired.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
24 AUG 2026
RELEASED

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD-HRD/ahem/TATDivisionMANCOM
2026-108/August 24, 2026



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Program of Activities

Time	Activities	Person Responsible	Method
August 27, 2026			
8:00–8:30 AM	Registration & Preliminaries	Secretariat, TAT	Attendance, opening prayer, national anthem, welcome message
8:30–8:45 AM	Acknowledgement of Participants	PMT	Presentation of objectives, house rules, deliverables.
	Opening Remarks	ASDS Annie D. Pagdilao	
8:46 – 9:00 AM	Superintendent's Message	SDS Vilma D. Eda, CESO V	
9:01- 12:00 NN	Risk Management Process	Chief Maria Teresa M Bautista EPS Edwina Manalang EPS Raymund Molano	
12:01 – 01:00 PM	Lunch Break		
01:01 – 05:00 PM	Management Process	Chief Maria Teresa M Bautista EPS Edwina Manalang EPS Raymund Molano	
5:01 – 5:30 PM	Technical Review and Post Evaluation	In-charge of SMME PMT, TAT	Focus Group Discussion
End of Day 1			
Time	Activities	Person Responsible	Method
August 28, 2026			
8:00–8:30 AM	Attendance Check, Preliminaries	PMT, TAT	Attendance, opening prayer, Management of Learning
8:31– 12:00 NN	Workshop	Chief Maria Teresa M Bautista EPS Edwina Manalang EPS Raymund Molano	
10:16- 12:00 Noon	Workshop	Participants	In-person workshop, Assignments, Groupwork
12:01 – 01:00 PM	Lunch Break		





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01:01 – 04:00 PM	Presentation and Critiquing of Outputs	Chief Maria Teresa M Bautista EPS Edwina Manalang EPS Raymund Molano	Presentation, Focus Group Discussion
04:01 – 04:16 PM	Synthesis	PMT, and HRDD Team	Review and Evaluation
04:16 – 04:45 PM	Closing Program	Participants	
4:46 – 5:00 PM	Technical Review and Post Evaluation	In-charge of SMME PMT, TAT	Focus Group Discussion
End of Day 2			
END			



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