



Republic of the Philippines  
 Department of Education  
 Region VIII – EASTERN VISAYAS  
**SCHOOLS DIVISION OF TACLOBAN CITY**

Office of the Schools Division Superintendent

April 27, 2022

**DIVISION MEMORANDUM**

No. 198, s. 2022

**CONDUCT OF SECOND DIVISION MANAGEMENT COMMITTEE MEETING  
 FOR CALENDAR YEAR 2022**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
 FUNCTIONAL DIVISION CHIEFS  
 EDUCATION PROGRAM SUPERVISORS  
 PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 PUBLIC SCHOOL HEADS  
 DIVISION UNIT & SECTION HEADS  
 ALL OTHERS CONCERNED

1. Relative to the governance of the Office of the Schools Division Superintendent's regular activities, this office respectfully informs the field on the conduct of Second Division Management Committee Meeting on May 5, 2022, Thursday, in a venue to be announced later. The Host shall be the District Learning Center V, co-hosted by the Curriculum Implementation Division.
2. The Objective of the Management Meeting is focused on the reporting of EPS, PSDS and Unit Heads of the different functional divisions on the status of their monitoring vis-à-vis progressive in-person classes and submission of reports, data and other requirements by the schools before the School Year ends.

The order of Reporting will be the following:

❖ CID

**EPS**

- ENG/SPFL
- SCIENCE/STE
- MATH SPED
- FILIPINO
- MAPEH/SPA
- ARAL PAN
- TLE/EPP
- VALUES

**PSDS**

- DLC 1
- DLC 2
- DLC 3
- DLC 4
- DLC 5
- DLC 6
- DLC 7
- DLC 8
- DLC 9
- DLC 10

**CID CHIEF UPDATES**



**RELEASED**  
 Date: 4/27/2022  
 Time: 1:20 PM

❖ SGOD

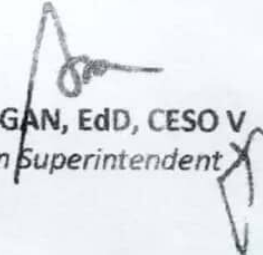
- HNU
- FACILITIES
- M & E
- PLANNING & RESEARCH
- HRD
- SOCMOB
- SGOD CHIEF UPDATES

❖ UNIT HEADS

OSDS

- LEGAL OFFICE
- ITO OFFICE
- CASHIER'S OFFICE
- BUDGET OFFICE
- ACCOUNTING OFFICE
- HRMO/ADMIN OFFICE
- SUPPLY OFFICE
- ASDS & SDS UPDATES

3. The participants to this Management Committee Meeting shall be all 64 Public School Heads, 10 Public Schools District Supervisors, 11 Education Program Supervisors, Division Unit Heads (SGOD-7, OSDS-8), 2 Division Chiefs, Assistant Schools Division Superintendent, and the Schools Division Superintendent.
  
4. A registration fee of Php. 800.00 shall be collected from the participants to defray expenses of the said activity such as Venue, Meals, Snacks, while other pertinent Incidental Expenses shall be charged to Division/School MOOE. Implementing Units are directed to pay to the cashier's office starting Thursday, April 28-May 4, 2022 while the Non-IUS registration shall be automatically deducted from their School MOOE.
  
5. Immediate dissemination of and compliance with this Memorandum is desired.

  
**MARIZA S. MAGAN, EdD, CESO V**  
*Schools Division Superintendent*