



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF NORTHERN SAMAR

August 7, 2023

DIVISION MEMORANDUM

No. 245 s. 2023

3RD DIVISION MANAGEMENT COMMITTEE MEETING

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Unit and Section Heads
 Public Schools District Supervisors/Principals In-Charge
 Public Elementary and Secondary School Heads
 All Others Concerned

1. To provide updates relative to the implementation of the Schools Division's program, activities, and projects aligned to DepEd's MATATAG Basic Education Agenda, a 3rd In-person Division Management Committee Meeting shall be conducted on August 14, 2023 at Provincial Capitol Gym, Brgy. Dalakit, Catarman, Northern Samar.
2. The meeting intends to:
 - a. provide updates to schools and districts on the programs, activities, and projects of the SDO Functional Divisions;
 - b. discuss issues and concerns, policies and actions which are in accordance with the national and regional educational policies, plans and standards;
 - c. install the School Heads in the first and second district in their new stations;
 - d. launch Division Human Resource Information System (HRIS) and Project KIRIGTA; and
 - e. treat other matters and concerns relative to DepEd Programs and Projects (PAPs)
3. The participants of this activity are the following

School Division Office	Schools Division Superintendent Assistant Schools Division Superintendent SGOD and CID Chiefs 12 Education Program Supervisors 17 Unit and Section Heads
District Office	46 Public Schools District Supervisors / Principals In-Charge
Schools	First and Second District School Heads

Attire: DepEd prescribed uniform.



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4. Expenses incurred relative to the conduct of the activity such as meals, venue, supplies and materials shall be charged against Continuing Fund while travel and other incidental expenses of the participants shall be charged against their local funds / MOOE subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as the Authority to Travel of the participants.
6. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
OIC-Schools Division Superintendent 



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Enclosure No.1 to DM No. 245 s. 2023

MANCOM WORKING COMMITTEE

Chairman: Atty. Risty T. Adarayan, Legal Officer

Vice-Chairman: Michelle D. Caguimbal, Administrative Officer V

Members / TWG:

Program & Intermision Numbers: Accounting Unit

Logistics & Communication: ICT Unit

Finance: Cash Unit & Budget

Registration & Attendance: Payroll & Remittance Unit

Emcee: Edana May Esmeña (HR Office)