DIVISION MEMORANDUM
NO. 373, series 2015

TO: Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Division Heads of Sections, Elementary and Secondary/Annex School Heads

FROM: DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent Officer-In-Charge

For and in the absence of the Assistant Schools division Superintendent – Officer-In-Charge

EMMANUEL P. HUGO
Chief, Schools Governance and Operations Division Officer-In-Charge

SUBJECT: Division Management Committee (ManCom) Conference

DATE: December 18, 2015

Addendum to the unnumbered Division Memorandum dated December 14, 2015 on the Division Management Committee Conference on December 21, 2015, the venue is at the My Place Function Hall, Roxas and Tandang Sora Streets, Digos City.

The participants to this conference are the Division Chiefs, Education Program Supervisors, Division Heads of Sections, Public Schools District Supervisors, Elementary and Secondary School Heads.

Further, each District shall prepare intermission numbers (please see attached program of activities). Each participant will prepare a gift (for the exchanging gift activity worth Php100 and above).

For Information, guidance and immediate dissemination.
SPECIAL MANAGEMENT COMMITTEE MEETING  
December 21, 2015  
My Place Function Hall, Roxas Tandang Sora Streets Digos City  

SCHEDULE OF ACTIVITIES  

<table>
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<tr>
<th>Time</th>
<th>Day 1 (July 7)</th>
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| 1:00 – 1:30 | Invocation: Evangeline Hernan  
 Principal, Ramon Magsaysay CES |
|             | Phil. Nat'l Anthem: Luzminda B. Jasmin, leading  
 EPS 1, Science |
|             | Digos City Hymn: Eppie Grace E. Presto, leading  
 EPS I, MAPEH |
|             | Opening Hymn: “Hark the Herald Angels Sing” |
|             | Words of God: Ely N. Cataluña, EdD  
 Principal III, Ruparan NHS |
|             | Presentation of the Participants: Moises R. Perral |
| 1:30 – 4:30 | MANCOM Proper: Dee D. Silva, DPA, CESO VI |
| 4:30 – 5:30 | SEASONS OF LOVE  
 Intermission Numbers (Group Presentation by District):  
   - Digos Oriental District  
   - Mt. Apo District  
   - Digos Occidental District  
   - Education Program Supervisors  
   - Public Schools District Supervisors  
 Pinoy Henyo: Anamerthyl I. Regala  
 Message: DEE D. SILVA, DPA CESO VI  
 Exchange Gifts: Analiza C. Almazan & Xavier Fuentes, leading  
 Closing Hymn: “Power of Your Love”  
 Benediction: Aida A. Biongan, EdD |
| 5:30 – 6:00 | Early Dinner  
 Masters of Ceremonies: ANALIZA C. ALMAZAN & Xavier S. Fuentes  
 PPT & AVP Director: Albert A. Espino, SEPS – M&E  
 Facilitators: SGOD Personnel (SEPS and EPS) with Analiza Almazan |

Prepared by: MOISES R. PERRAL, EdD  
 SEPS-HRD  

Recommending Approval: EMMANUEL P. HUGO  
 Chief, Schools Governance and Operations Division  

Approved by: DEE DIEL SILVA, DPA, CESO VI  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 For and in the Absence of Dee D. Silva, Assistant Schools Division  
 Superintendent, Officer-In-Charge  

EMMANUEL P. HUGO, MA  
 Chief, Schools Governance and Operations Division  
 Officer-In-Charge