



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



February 21, 2019

**DIVISION MEMORANDUM**  
No. 169, s. 2019

**CONDUCT OF CONFERENCE AMONG MANAGEMENT COMMITTEE MEMBERS**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Assistant School Principals  
Division Unit/Section Heads

1. In reference to this Office's Division Education Development Plan and DepEd Order No. 25, s. 2018, re: School Calendar for School Year 2018-2019, the field is hereby informed of the conduct of the Conference Among Management Committee Members at the Division Conference Hall on March 4, 2018, 1:00 o'clock in the afternoon.
2. The objectives of the aforementioned conference are as follows:
  - a. To ensure clarity on the part of the school heads and concerned division personnel regarding DepEd Order No. 2, s. 2019 and DepEd Order No. 48, s. 2018;
  - b. To provide technical assistance to school heads on items relevant to end of school year activities; and
  - c. To let school heads be reminded/informed of some concerns relating to curriculum, operations and governance.
3. Each participant is encouraged to have his/her own food provision for snacks.
4. The Matrix of Activity for the said conference is hereto attached.
5. Travel expenses of school heads shall be charged against School MOOE/other local funds subject to the usual accounting and auditing rules and regulations.
6. For priority and compliance.

*W. E. Batoon*  
**WINNIE E. BATON, EdD**  
Officer in Charge  
Office of the Schools Division Superintendent

**DepEd Schools Division of Digos City**  
**RECORDS SECTION**

**RELEASED** 29189

**DATE: FEB 22 2019 TIME: 9:29**

**BY:** *[Signature]*

Encls: Matrix of Activity  
References: DEDP and DepEd Order No. 25, s. 2018  
To be indicated in the Perpetual Index under the following subjects:  
Governance Conference  
BSD: Conduct of Conference Among Management Committee Members  
February 21, 2019



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**CONFERENCE AMONG MANAGEMENT COMMITTEE MEMBERS**

Division Office Conference Hall

March 4, 2019

**MATRIX OF ACTIVITY**

| Time         | Activities                                                             | In-Charge               |
|--------------|------------------------------------------------------------------------|-------------------------|
| 12:30 – 1:00 | Registration                                                           | Arlene Barba            |
|              | Conference Proper                                                      |                         |
| 1:00 – 1:10  | - Preliminaries                                                        | Mylene Robiños          |
| 1:10 – 4:50  | - SDS Time<br>a) Approval of Previous Minutes<br>b) Updates            | SDS                     |
|              | - ASDS Time/ Updates                                                   | ASDS                    |
|              | - CID Concerns                                                         |                         |
|              | a) Checking of School Forms/Diplomas/Certificates                      | CID Chief               |
|              | b) Schedule of Moving-Up and Graduation Ceremonies                     |                         |
|              | c) DO 36, s. 2016 (Awards and Recognition)                             |                         |
|              | d) Trainings to Conduct on April and May                               |                         |
|              | e) Update on Submission of Quarterly Assessment Results                |                         |
|              | f) IPCR of Teachers based on PPST-RPMS & Timeline                      | Ida I. Juezan           |
|              | g) Phil-IRI Post Assessment Results & Gr. 1 Reading Assessment Results | Tito M. Endrina         |
|              | - SGOD Concerns                                                        | SGOD Chief              |
|              | - Admin/ Finance Concerns                                              | Admin/Finance Personnel |
| 4:50 – 5:00  | Closing Prayer                                                         | Rosalinda A. Adlaon     |

Facilitator/EMCEE:

**TITO M. ENDRINA**  
EPS-English

Minutes Recorder:

**JUVY COMAINGKING**  
Librarian