



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
**No.349, s. 2021**

August 12, 2021

**2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

To: OIC-Assistant Schools Division Superintendent

Chief Education Supervisors

Education Program Supervisors

Public School District Supervisors

Public Elementary, Junior and Senior High School Heads

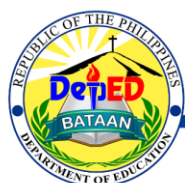
Assistant Senior HS Principals

SDO Unit Heads

All Others Concerned

1. This Office announces the conduct of the Division Management Committee (MANCOM) meeting on August 17, 2021, 1:00 PM via Zoom Conferencing.
2. The agenda of the meeting are as follows:
  - a. SDS Hour
    - Basic Education-Learning Continuity Operational Plan (BE-LCOP)
  - b. ASDS Concerns
    - Meritocracy Program
  - c. CID Concerns
    - School Calendar for 2021 – 2022
    - Curriculum Innovation
  - d. SGOD Concerns
    - Work and Financial Plan (Planning)
    - Provision of TA to Level 1 and 2 Schools (SMME)
    - Ongoing Validation of SBM Level 3 of Schools (SMME)
    - School Based Feeding Program – Awarding and Orientation schedule (SHN)
    - Vacc2School Campaign (SHN)
    - E-Sports
  - e. Budget and Finance Concerns
    - Process flow for budget/project proposals
    - SARO
    - Additional MOOE
  - f. Administrative Services Concerns
    - Updates on ERF/Reclassification of Positions
    - Updates on Extension Positions
    - World Teacher's Day Incentive
  - g. Other Important Matters

*"We Mould Heroes"*



3. Participants to the meeting are the Schools Division Superintendent, Assistant Schools Division Superintendent, CID and SGOD Chiefs, Education Program Supervisors, Public Schools District Supervisors, Elementary and Secondary School Heads, Senior High School Assistant Principals, Senior Education Program Specialists, Division Engineer, Legal Officer, Medical Officer and SDO Unit Heads.
4. The Meeting ID and Password on Zoom Meeting will be sent through the Public Schools District Supervisors. The participants are requested to log-in ten (10) mins ahead of the schedule and ensure reliable internet connection.
5. Immediate dissemination of this Memorandum is desired.

**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer – in – Charge  
Office of the Schools Division Superintendent

SO9  
August 12, 2021