



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

09 DEC 2025

DIVISION MEMORANDUM

No. 763, s. 2025

**7th DIVISION MANAGEMENT COMMITTEE MEETING
(MANCOM)**

To: OIC- Assistant Schools Division Superintendent
OIC- CID Chief Education Supervisor
OIC- SGOD Chief Education Supervisor
School Heads (Public Schools)
All Others Concerned

1. This Office announces the conduct of the 7th Division Management Committee Meeting (ManCom) for Calendar Year 2025 on December 15, 2025, 8:00 AM – 5:00 PM at **ELIJAH HOTEL**, Molino Paliparan, Brgy. Salawag, Dasmariñas City, Cavite. The Schools Division Office of Imus City shall host the said meeting.
2. Agenda includes:
 - 2.1 Status of action arising from the previous ManCom meeting
 - 2.2 Schools Division Superintendent's Hour
 - 2.3 Updates on various DepEd Memoranda
 - 2.4 CID 4th Quarter Accomplishment Reports/ Announcements/Reminders
 - 2.5 SGOD 4th Quarter Accomplishment Reports/ Announcements/Reminders
 - 2.6 OSDS 4th Quarter Accomplishment Reports/ Announcements/Reminders
 - 2.7 School Heads' Presentation of PIAs, AIP,WFP, PPMP and APP
 - 2.8 Issues, concerns, and other matters.
3. Participants to this meeting are the following:
 - 3.1 Schools Division Superintendent,
 - 3.2 Assistant Schools Division Superintendent
 - 3.3 Division Chiefs,
 - 3.4 Education Program Supervisors
 - 3.5 Planning Officer
 - 3.6 Senior Education Program Specialists
 - 3.7 Education Program Specialists
 - 3.8 Program Development Officers
 - 3.9 OSDS Unit and Section Heads,
 - 3.10 Cluster Heads, and
 - 3.11 School Heads/OICs/TICs



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4. Travelling and other allowable expenses are chargeable to local funds, subject to the usual accounting procedures and auditing rules.
5. For inquiries, please contact Mr. Ronnie B. Yohan, Administrative Officer V, at 419-8450 local 206
6. Immediate and widest dissemination of this Memorandum is desired.

for [unclear]
HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent *26*

Encl.: As stated
Reference: None

To be indicated in the Perpetual Index
under the following subject:

MEETINGS



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<ul style="list-style-type: none"> • SGOD Updates <ul style="list-style-type: none"> ▪ Ensure timely submission of reports and compliance documents ▪ Strengthen coordination with schools for data validation and monitoring ▪ Disseminate all memos and links to schools for compliance 	<p>On-going</p>
<p>Approval of Provisional Agenda</p>	<p>HOMER N. MENDOZA OIC – Schools Division Superintendent</p>
<p>Unit Reports and Discussions</p> <ul style="list-style-type: none"> • Office of the Schools Division Superintendent (OSDS) • Office of the Assistant Schools Division Superintendent (OASDS) • Administrative Services Unit (ASU) • Budget and Finance Division • Legal Unit • ICT Unit • Curriculum Implementation Division (CID) • School Governance and Operations Division (SGOD) 	<ul style="list-style-type: none"> • GLEND A D.S CATADMAN, OIC- Asst. Schools Division Superintendent • RONNIE B. YOHAN, Administrative Officer V • JONA RAMOS, Budget Office • PRECILLA CUSTODIO, Accountant • ATTY. MARIO T. TAMONDONG, Attorney III • NAAMAH MAMBALOS, OIC – ICT • MARCIANO V. VALLES, OIC- CID Chief • IVAN HONORPETTE A. MIJARES, OIC – SGOD Chief
<p>Break-Out Sessions</p>	<p>School Head (Presentation of PIAs, AIP, WFP, PPMP and APP)</p>
<p>Superintendent’s Hour</p>	<p>HOMER N. MENDOZA OIC – Schools Division Superintendent</p>



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Awarding of Certificate of Appreciation to Cluster for Hosting the Division Management Meeting
Closing Remarks
Adjournment

Master of Ceremonies

Ms. Jenielyn A. Sadang and Mr. Medel Carlos Zarsuelo Jr.



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