



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

March 25, 2025

DIVISION MEMORANDUM

No. 0086, s. 2025

12TH DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

To : Assistant Schools Division Superintendent
Chief ES, Schools Governance and Operations Division
Chief ES, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals
Section/Unit Heads, SDO
All concerned

1. Please be advised to attend the **12th Division Management Committee (MANCOM) Meeting** on **March 28, Friday** from **9:00 AM to 5:00 PM**, venue shall be announced thru a separate memorandum.
2. This meeting shall be hosted by the Panabo South 1 District, and the following personnel shall take charge of the following, to wit:
 - a. Hall Preparations/Restoration:
 - Panabo South 1 District
 - b. Secretariat/Minutes of the Meeting:
 - Lovely Karen C. Melencion – HT I/School-In-Charge
 - c. Registration and Attendance:
 - Dearly Mae B. Cabote – ADAS III
 - Kim D. Uyanguren – ADAS III
 - Moira Ysobelle U. Lampon – ADA VI
 - d. Audio/Powerpoint Presentations:
 - Peter B. Mijares, Jr. – PDO II
 - e. Moderator/MANCOM Hosts:
 - Christy Pantonial – Principal I
 - Mac Donald Jabonillo – Head Teacher II/SIC
3. Enclosed are the Program of Activities, Agenda of the Meeting, and List of Participants.
4. No registration fee shall be collected. Meals and snacks shall be charged against the Division MOOE and School MOOE. Travel and other incidental

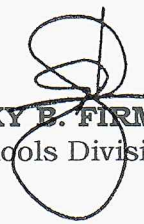


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expenses shall be charged against the local funds or other sources of funds,
all subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of this memorandum is desired.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASED

MAR 25 2025

RECORDS SECTION, SDO PANABO CITY
BY 

Enclosed: as stated.
OSDS/jbf/dmhc



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AGENDA OF THE MEETING

12th Division Management Committee (MANCOM) Meeting

March 28, 2025 9:00 am – 5:00 pm

1. DM 027, s. 2025 – Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for the School Year 2024–2025
2. DO 006, s. 2025 – Guidelines on the Streamlining of School Forms and Reports Accomplished by Teachers
3. Timelines and Updates on Year-End Assessments (NAT, ELLNA, Reading)
4. Pilot Implementation of Strengthened Senior High School Program
5. Summer Reading Intervention Program
6. Readiness of Voting Precincts
7. Reorientation on RCA and Liquidation
8. Other Matters



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12th Division Management Committee (MANCOM) Meeting
PROGRAM OF ACTIVITIES

March 28, 2025 9:00 am – 5:00 pm

Time	Agenda Particulars	Details Discussant
9:00 am – 9:15 am	Part 1 Preliminaries - National Anthem - Opening Prayer - DepEd Panabo City Hymn - DepEd Policy Statement - Welcome Message	AVP - Tyron O. Dujali – ITO I Joy Cozo – Principal II AVP AVP ASDS Basilio P. Mana-ay Jr., CESO VI
9:15 am – 9:30 am	Acknowledgement of participants/Checking of Attendance	Dr. Raul E. Gacus
9:30 am – 5:00 pm	Part 2 - Call to Order - Reading and approval of the Minutes of the previous meeting. - Business arising from the minutes.	SDS Jinky B. Firman, PhD, CESO VI Secretariat Division MANCOM Participants
	Part 3 MANCOM Meeting Proper AGENDA: SDS Hour – Updates and guidance	SDS Jinky B. Firman, PhD, CESO VI
	ASDS Time – Updates and guidance	ASDS Basilio P. Mana-ay Jr., CESO VI
	Updates from Chiefs and Section Heads	Chiefs / Section Heads
	Other matters	
	Part 4 - Adjournment - Closing Prayer	Arnel T. Duropan – Principal II
Moderator/MANCOM Host		Christy Pantonial – Principal I Mac Donald Jabonillo – HT II

LIST OF PARTICIPANTS

1	Jinky B. Firman, PhD, CESO VI	SDS	SDS
2	Basilio P. Mana-ay, Jr., CESO VI	ASDS	ASDS
3	Ailene B. Añonuevo PhD	SGOD	CHIEF ES
4	Yamota, Janwario E.	CID	CHIEF ES
5	Atty. Annalene A. Dacumos-Villanueva	OSDS	ATTY. III
6	Glenn B. Separis, CPA, CESE	OSDS	ACCT. III
7	Tyron O. Dujali	OSDS	ITO I
8	Raul E. Gacus	OSDS	AO V
9	Rosalie D. Estimada	OSDS	AO V
10	Neo Carlo R. Magno	OSDS	AO IV
11	Kathryn Gae D. Jayoma	OSDS	AO IV
12	Norpinang N. Pagagao	OSDS	AO IV
13	Maya Flaminda Juanich	OSDS	AO IV
14	Aguilar, Djhoane C.	CID	EPS
15	Arado, Carolyn M.	CID	EPS
16	Firman, Ramil Jacky P.	CID	EPS
17	Carlom, Jaime C.	CID	EPS
18	Manguilimotan, Ylcy B.	CID	EPS
19	Mijares, Peter A.	CID	EPS
20	Orbeta, Elden D.	CID	EPS
21	Suelto, Maria Perpetua Angelita G.	CID	EPS
22	Visillas, John B.	CID	EPS
23	Paculanang, Cezen	CID	EPS
24	Pasquito, Antonio Jr R.	CID	PSDS
25	Bitang, Avelino D.	CID	PSDS
26	Tuazon, Maria Nenita G.	CID	PSDS
27	Manginsay, Marissa Y.	CID	PSDS
28	Deocampo, Reynaldo C.	CID	PSDS
29	Martinez, Joylyn B.	CID	PSDS
30	Petalcorin, Iryhn	CID	PSDS
31	Suelto, Julius I.	CID	PSDS
32	De Asis, Marlou P.	CID	PSDS
33	Raganas, Juliet	CID	Guidance Coor
34	Keren T. Luma	SGOD	EPS
35	Erick S. Dalumpines	SGOD	SEPS
36	Kenneth S. Deligencia	SGOD	SEPS
37	Ana Liza M. Mendoza	SGOD	SEPS
38	Ronmar V. Jayoma	SGOD	SEPS
39	Dr. Arlene L. Choi	SGOD	MEDICAL OFFICER III
40	Engr. Eric S. Valencia	SGOD	ENGR. III
41	Ker Denzel G. Infiesto	SGOD	PLANNING OFFICER III
42	Erna O. Lumandong	SGOD	EPS II
43	Hernani A. Resueño Jr.	SGOD	PDO II
44	Aguilon, Armando Jr. O.	CID	DIO
45	Peter B. Mijares, Jr.	CID	PDO II

46	Cabote, Dearly Mae B.	OSDS	ADAS III
47	Uyanguren, Kim	OSDS	ADAS III
48	Lampon, Moira Ysobelle	OSDS	ADA VI
49	Casona Jr., Rodrigo B.	OSDS	ADA IV
50	Cuñado, Jaynard K.	OSDS	ADA VI
51	Gacus, Alvin	OSDS	J.O.
52	Cyrus C. Cachuela	A.O Floirendo ES	Principal I
53	Marisol V. Diana	Roxas ES	Master Teacher I
54	Winston Mark Coquilla	Dalisay Village ES	Principal I
55	Anna Mae Fuentes	DMJ Memorial ES	Head Teacher I
56	Leonora Cañete	Nanyo CES	Principal II
57	Nida Compuesto	P. Changco ES	Head Teacher II
58	Rubbie Labanon	Rodrigo D. Mabitad ES	Principal I
59	Jonalyn D. Badua	Concordia Sison ES	Head Teacher IV
60	Janeth Gomez	Sindaton ES	Principal I
61	Julius Suelto	Southern Davao ES	Principal III
62	Edgardo Pamugas III	Tibungol ES	Head Teacher II
63	Ruel Ramos	Valentin Daquio ES	Principal III
64	Dante G. Millanes	A.O. Floirendo ES II	Principal I
65	Marjorie S. Baldestamon	Cabili ES	Principal II
66	Elsie M. Carballo	Doña Nenita ES	Principal III
67	Feleciano S. Catbagan	Gredu ES	Principal III
68	Ramelyn F. Antalan	Panabo Central ESS	Principal IV
69	Rosemarie S. Patriarca	Rizal ES	Principal IV
70	Myla P. Bergonia	Rizal ES	Master Teacher II/Asst. to the Principal
71	Mylene S. Castillo	Salvacion ES	Principal III
72	Lizle Y. Delos Reyes	San Francisco ES	Principal II
73	Helen May T. Delada	San Pedro ES	Head Teacher II
74	Jemima Deiparine	San Vicente ES	Principal II
75	Elsie Iñigo	San Vicente ES	HT I/Asst. to the Principal
76	Jocelyn Ada	Sto Niño ES	Principal I
77	Lovely Karen C. Melencion	Buenavista ES	Head Teacher I
78	Roselle N. Pasaporte	GL Dondoy ES	Principal IV
79	Joy Cozo	JP Laurel ES	Principal II
80	Mac Donald Jabonillo	Katualan ES	Head Teacher II
81	Ulyses Macatol	Kiotoy ES	Head Teacher II
82	Roberto C. Candelasa Jr.	Mabunao ES	Head Teacher IV
83	Christy Pantonial	NB Galapin ES	Principal I
84	Emily Ibo	San Roque ES	Head Teacher III
85	Maria Teresa S. Amora	Sta. Cruz ES	Head Teacher III
86	Arnel T. Duropan	LT Concepcion IS	Principal II
87	Florence Horteza	LT Concepcion IS	
88	Edralin Gumilan	Tagurot ES	Head Teacher I
89	Oscar Pales	Datu Abdul ES	Principal I

90	Johanna Linterna	New Visayas Central ES	Principal III
91	Eric Paquera	Little Panay ES	Principal II
92	Lulibeth Vidal	Little Panay ES	Master Teacher II/Asst. to the Principal
93	Julius Juen	Katipunan ES	Principal I
94	Ana Lyn S. Nanol	Namuag ES	Principal I
95	Anbella Eleria	TG Gerona ES	Principal II
96	Jywell Pacaña	Consolacion ES	Principal II
97	Alfredo Ogue	Malativas ES	Principal I
98	Reynaldo Morales	Licanan ES	Principal I
99	Iris G. Separis	Kasilak ES	Principal I
100	Sambay Luma	Waterfall ES	Master Teacher II/SIC
101	Chonalyn C. Doctora	A.O. Floirendo NHS	Principal II
102	Jeanne S. Bajao	A.O. Floirendo NHS	HT I/Asst. to the Principal
103	Arlen A. Jumamoy	Don Manuel Javellana NHS	Principal I
104	Jennith Marie L. Jorolan	Little Panay NHS	Principal I
105	Melchora Dumbase	Mabunao NHS	Teacher III/SIC
106	Rene Capuyan	Malativas NHS	Head Teacher III
107	Jayson Juen	Manay NHS	Head Teacher I
108	Manuel M. Esperanza	Panabo City National HS	Principal III
109	Elen Joy Sombilon	Panabo City National HS	Asst. Principal II
110	Myrna E. Purificacion	Panabo City SHS	Principal II
111	Edarlina Bitang	Panabo City SHS	Asst. Principal II
112	Carolyn Rubino	Quezon NHS	Principal II
113	Rosienes D. Diorda	Quezon NHS	HT I/Asst. to the Principal
114	Behnjo S. Martin	San Vicente NHS	Principal I
115	Michael Rubino	San Vicente NHS	HT I/Asst. to the Principal
116	Ronilo Labrador	Sindaton NHS	Head Teacher I
117	Marivene P. Espinosa	Southern Davao NHS	Principal IV
118	Sarah Jane Omblero	Southern Davao NHS	Asst. Principal II
119	Glenn Patriarca	Kauswagan NHS	Principal I
120	Ronilo G. Revamonte	Kasilak NHS	Principal I
121	Rustico Hernandez	Cagangohan NHS	Principal III
122	Ermelinda Torres	Desiderio F. Dalisay, Sr. NHS	Teacher III/SIC
123	Gabriel S. Alfonso	Nanyo NHS	Principal II