



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Negros Oriental

OFFICE MEMORANDUM

OSDS-2023- 100

To: **MS. LANI B. YURONG**
Administrative Officer V

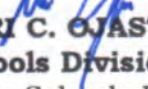
OFFICE-IN-CHARGE DESIGNATION

1. In view of my attendance to the Year-End Regional Management Committee Meeting (MANCOM) CY 2023 (Face-to-Face) on December 13-15, 2023 at the Eloisa Royal Suites, Maximo V. Patalinghug Jr. Avenue, Basak, Lapu-Lapu City, you are hereby directed to take charge of this Office on the aforesaid dates.
2. As **OFFICE-IN-CHARGE**, you are authorized to sign travels and act on communications and reports that are routine in nature. All others, particularly those that are policies determining shall be held in abeyance until such time I report back to this Office.
3. You shall sign papers in the following manner:

By Authority of the Schools Division Superintendent:

LANI B. YURONG
Administrative Officer V
Office-In-Charge

4. For your information and guidance.


NERI C. OJASTRO, EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

11 DEC 2023

NCO/OSDS/NCO/bing

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos. (035) 225-2838/225-2838/225-2376/422-7644



Deped Tayo SDO Negros Oriental



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

02 DEC 2023

REGIONAL MEMORANDUM
No. 920 s. 2023


**YEAR-END REGIONAL MANAGEMENT COMMITTEE MEETING (MANCOM)
CY 2023 (Face-to-Face)**

TO : Assistant Regional Director
Schools Division Superintendents & OICs
Regional Office Chiefs of Functional Divisions
Regional ManCom Secretariat

1. The Department of Education (DepEd) Region VII will conduct the **Year-End Regional Management Committee Meeting (MANCOM) CY 2023 (Face-To-Face)** on December 13-14, 2023 at the Eloisa Royal Suites, Maximo V. Patalinhug Jr. Avenue, Basak, Lapu-Lapu City with Division of Lapu-Lapu City as host.
2. The participants are the Schools Division Superintendents (SDSs) & OIC-SDSs, Assistant Schools Division Superintendents (ASDSs) & OIC-ASDSs, Chiefs of the SGOD and CID of the Schools Division Offices, Chiefs of the Functional Divisions in the Regional Office, Unit Heads of the Office of the Regional Director and Regional ManCom Secretariat.
3. The participants are expected to be ON TIME. Please refer to the following for guidance and reference :
 - Enclosure A - Indicative Program Matrix
 - Enclosure B - List of Participants
4. Agenda will focus on the major activities, programs, issues and concerns affecting the operation of the school divisions offices. Also, as part of the activity, the SDOs are requested to prepare a three (3) minute report on the following :

* Year-End Report which includes the catch-up plan, financial status on budget utilization, issues and concerns affecting the operation of the division.



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700
f DepEd Tayo Region  region7.deped.gov.ph





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5. Please send report in advance to the Regional ManCom Secretariat through email address asd.ro7@deped.gov.ph on or before December 12, 2023.
6. In the spirit of Christmas season, it is requested that the SDSs, ASDSs, Chiefs CID, Chiefs SGOD, RO Management Committee and Drivers Group will present a Christmas presentation during the fellowship night.
7. A registration fee of Three Thousand Pesos (P 3,000.00) will be collected from the ManCom participants (SDSs/OICs, ASDSs/OICs, Chiefs SGOD and CID) to cover the meals, lodging, materials and other expenses relative to the conduct of the activity.
8. For the Non-ManCom members (e.g. Drivers, etc.) which are not identified as participants in the ManCom, a registration fee of Two Thousand Pesos (P 2,000.00) will be collected to cover the meals and accommodation.
9. The registration fee, traveling expenses and other incidental expenses shall be charged against Division Office/Local Funds, for Division Office participants while Regional Office funds for Regional Office participants, all subject to the usual accounting and auditing rules and regulations. Payments can be made in cash or check direct to DepEd Division of Lapu-Lapu City.
10. First meal will be dinner of December 13, 2023 and last meal will be breakfast of December 15, 2023.
11. This Memorandum serves as the Travel Order of participants.
12. For clarifications/queries, you may contact Ms. Ida F. Cabantan, Chief Administrative Officer, DepEd RO VII.
13. Immediate dissemination of and compliance with this Memorandum is desired.


SALUSTIANO T. JIMENEZ, JR., Ed.D., CESO V
Director IV, Regional Director



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Telephone Number: 639457623193 local 700
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