



Republic of the Philippines  
Department of Education



NOV 11 2011

DepEd MEMORANDUM  
No. **258**, s. 2011

**REORGANIZING THE MANAGEMENT COMMITTEE (ManCom) SECRETARIAT**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers, and Heads of Units  
Regional Directors  
Regional Secretary, DepEd ARMM  
All Others Concerned

1. The Department of Education (DepEd) holds regular and special *Management Committee (ManCom) Meetings* to discuss issues and concerns regarding basic education governance in order to arrive at agreements to review existing policies or formulate new policies. The regular and special *ManCom Meetings* shall be held quarterly or upon the consensus recommendation of the Executive Committee (ExeCom) and the approval of the Secretary. To notify the officers and members of the ManCom, the Secretariat shall send the *Notice of ManCom Meeting* two (2) weeks before the actual meeting.

2. To facilitate the conduct of every *ManCom Meeting*, this Department issues the DepEd Memorandum entitled **Reorganizing the Management Committee (ManCom) Secretariat**. This Secretariat is composed of the *Coordinating Team*, *Documentation Team* and *Administrative Support Staff*, whose members shall assume the enclosed functions effective immediately. The composition of the *ManCom Secretariat* is as follows:

Team	Position	Office
<b>Coordinating Team</b>		
1. Rosalia Anna K. Medina	Executive Assistant IV	Office of the Undersecretary for Regional Operations
2. Eugenia B. Mendoza	Executive Assistant III	
<b>Documentation Team</b>		
1. Josefina B. Mariano	Supervising Administrative Officer (SAO)	Materials Production and Publication Division- Technical Service (MPPD-TS)
2. Alma D. Apanay	Administrative Officer II	
3. Pio D. Alcantara	Administrative Aide IV	
4. Cecilio D. Peralta	Administrative Assistant III	Project Development and Evaluation Division-Office of the Planning Service (PDED-OPS)
<b>Administrative Support Staff</b>		
1. Julieta D. Nuval	Administrative Assistant V	Office of the Undersecretary for Regional Operations
2. Sonia T. Valderosa	Administrative Assistant V	
3. Amaro F. Galvez	Administrative Aide I	

3. Attendance to this activity is on **official business**. Each attendee shall pay a registration fee of One Thousand Pesos (PhP1,000.00) to help the host region manage this meeting efficiently.
4. The traveling expenses and registration fee of the attendees to the ManCom Meetings shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. For more information, please contact **Ms. Rosalia Anna K. Medina** through e-mail addresses: [rdrivera@deped.gov.ph](mailto:rdrivera@deped.gov.ph) and [rkmedina@gmail.com](mailto:rkmedina@gmail.com) or **Ms. Eugenia B. Mendoza** at telephone no.: (02) 633-7203; and fax no.: (02) 631-8492. Kindly visit also the DepEd ManCom Website: [www.deped-mancom.wikispaces.com](http://www.deped-mancom.wikispaces.com).
6. Immediate dissemination of this Memorandum is desired.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:  
As stated

Reference: DepEd Memorandum No. 319, s. 2008

### **Functions of the *ManCom Secretariat***

The Secretariat shall perform the following tasks:

#### **Coordinating Team**

- a. oversee the operations of the *ManCom Meetings*;
- b. recommend the agenda based on the results of previous meetings and/or recent critical developments for subsequent *ManCom Meetings*;
- c. confirm the schedule the *ManCom Meeting* in consultation with the Undersecretary for Regional Operations and the Secretary and the ExeCom;
- d. confirm the date of the next *ManCom Meeting* with the concerned host region;
- e. formulate the indicative agenda and preparation of the notice of meeting with the agenda;
- f. ensure compliance of concerned offices to assignments agreed upon in previous *ManCom Meeting* by collecting the outputs on the specified/agreed deadlines;
- g. prepare discussion papers of the Executive Officials;
- h. assist the Presiding Officer during the *ManCom Meeting*; and
- i. perform related tasks/functions as maybe assigned by the Undersecretary for Regional Operations.

#### **Documentation Team**

- a. organize and edit the minutes;
- b. prepare the summary of agreements a day after the *ManCom Meeting*;
- c. document (record, jot down discussion of issues and concerns, agreements) the proceedings of the meeting and prepare the transcription of the recorded discussions;
- d. provide the *ManCom* with specific recorded discussions/proceeding, *if deemed necessary*;
- e. consolidate and reproduce documents and materials to be compiled in the *ManCom Kits*;
- f. prepare appropriate DepEd issuances to translate the agreements into policies, programs and projects, if deemed necessary;
- g. facilitate the dissemination of information on-line through the DepEd ManCom Website: ***www.deped-mancom.wikispaces.com***; and
- h. perform related tasks/functions as maybe assigned by the Undersecretary for Regional Operations.

#### **Support Staff**

- a. assist the coordinating and the documentation teams;
- b. note the confirmation of the members' attendance or their representatives to *ManCom Meetings*;
- c. take charge of the registration/attendance of the attendees when the meeting is hosted by the Central Office and assist in the registration of the attendees when the *ManCom Meeting* is held in the region;
- d. distribute the *ManCom kits* and other handouts;
- e. ensure proper physical arrangements, placing nameplates and other requirements at the venue;
- f. assist in the dissemination of the advance *Notice of ManCom Meeting* and the proposed agenda to all concerned;
- g. disburse cash advance/purchase supplies and materials needed in the *ManCom Meeting*; and
- h. prepare vouchers, TEV's, among others, and liquidate them; and
- i. perform related tasks/functions as maybe assigned by the Undersecretary for Regional Operations.