



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
SGOD- 2026-011

30 JAN 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
All Others Concerned

CALL FOR AGENDA ITEMS FOR THE FIRST MANAGEMENT COMMITTEE MEETING (CY 2026)

1. Relative to the conduct of the First Management Committee (ManCom) Meeting for CY 2026, scheduled on February 5, 2026, all Functional Divisions, Units, and Sections are hereby directed to submit their proposed agenda topics with corresponding details for inclusion in the said meeting.

2. Submissions shall be made on or before February 3, 2026 (Tuesday), at 12:00 noon, using the template below:

Functional Division / Unit and Section	Topic	Discussant

3. Completed templates shall be submitted to the following personnel for consolidation:

CID	OSDS	SGOD
Blesilda B. Antiporda Divelyn P. Maddela	Andrew Joel C. Aniñon Kristine Joy B. Galasinao	Jaqueline G. Abiño Judith Ivy R. Mangoba

4. During the ManCom meeting, designated discussants are expected to prepare their presentations. Each agenda item shall be allotted a maximum of five (5) minutes for discussion.

5. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

SGOD/amb/ ManCom Topics
26001/ January 28, 2026



SDCB RECORDS UNIT

2601560



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