



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

September 14, 2026

DIVISION MEMORANDUM

No. 085, s. 2026

SPECIAL DIVISION MANAGEMENT COMMITTEE MEETING

- TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Section Heads and Personnel
School Heads, Public Elementary, Secondary, and Integrated Schools
All Others Concerned
1. The Schools Division of Marinduque will conduct the Special Division Management Committee Meeting on September 15, 2026, at the SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.
 2. The activity aims to:
 - a. enhance the capability of the school heads in leading the implementation of DepEd programs, projects, and activities by providing informative inputs and updates regarding various policies and guidelines;
 - b. identify specific issues and concerns of the schools in the implementation of DepEd PPAs;
 - c. provide workable and immediate solutions to issues and concerns raised by and directed to the three functional divisions, schools, and learning centers; and
 - d. facilitate discussions, agreements, planning, and actions on matters related to school management.
 3. Participants in this activity are the school heads of elementary, secondary, and integrated schools, District ALS Coordinators, Section Heads, Senior Education Program Specialists, Public Schools District Supervisors, and Education Program Supervisors.
 4. The participants shall no longer pay a registration fee to cover their food expenses. Hence, they are advised to bring their own food. Meanwhile, the Division Office-based participants (including the PSDSs and District ALS Coordinators) registration fee shall be charged to the Division MOOE, subject to the usual accounting and auditing rules and regulations.
 5. Attendance is a must. Participants shall adhere to the maximum health protocols and precautionary measures throughout the activity.
 6. The host districts of the Special Division Management Committee Meeting will be Boac North and Boac South Districts.



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7. The Division IT Unit shall assist the host with the concerns regarding sound and IT, while the designated Meeting Secretariat shall take the minutes of the meeting.
8. Please see attached Matrix for the provisional agenda and the flow of activities.
9. Immediate dissemination of the contents of the Memorandum is highly desired.

V
RONNIE S. MALLARI, PhD, CESO III
Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Division Perpetual Index
Under the following subjects:

EMPLOYEES MEETINGS TRAINING PROGRAMS

CID/JMC/SpecialManCom/September 14, 2026

Enclosure 1

SPECIAL DIVISION MANAGEMENT COMMITTEE MEETING

Time	Topic	In-charge
8:00 AM – 9:00 AM	Registration	LEIPPD Host Division/Unit
9:01 AM – 9:20 AM	Opening Program	c/o Host Districts
9:21 AM – 9:45 AM	ManCom Meeting Proper	
	Roll Call	Mrs. May Bernadeth O. Dela Rosa Administrative Officer V
	Call to Order	Dr. Ronnie S. Mallari, CESO III Regional Director Concurrent, Officer-in-Charge Office of the SDS
	- Adoption of the Minutes of the Previous LEIPPD - Business Arising from the Minutes of the LEIPPD - Reading and Adoption of the Agenda	Dr. Mabel F. Musa Asst. Schools Division Superintendent
9:46 AM – 10:00 AM	Health Break	
10:01 AM – 10:40 AM	Updates from CID - Testing Schedules and Reminders for Various Assessments - Term 2 Implementation of ARAL Program - Guidelines on Lesson Planning and Learning Design - Other Matters	Mr. John M. Chavez Chief Education Supervisor, CID
10:41 AM – 10:55 AM	Updates from SGOD - Calendar of Activities of SDO Marinduque (September to December 2026) - Other Matters	Mrs. Maita M. Lazares Chief Education Supervisor, SGOD
10:56 AM – 11:30 AM	Updates from Administrative Unit - COMELEC Prohibitions during BSKE 2026 - Other Matters	Mrs. May Bernadeth O. Dela Rosa Administrative Officer V

11:31 AM – 12:00 NN	ASDS's Time Journey toward Automated RSA (Recruitment, Selection, and Appointment) Project e-SELEKT	Dr. Mabel F. Musa Asst. Schools Division Superintendent
12:01 PM – 1:30 PM	Lunch Break	
1:31 PM – 4:00 PM	SDS's Time	Dr. Ronnie S. Mallari, CESO III Regional Director Concurrent, Officer-in-Charge Office of the SDS
4:01 PM onwards	Adjournment	