



Republic of the Philippines
Department of Education



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DepED MEMORANDUM
No. 319, s. 2008

JUL 05 2008

RECONSTITUTION OF THE MANCOM SECRETARIAT

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

1. Effective immediately, the MANCOM Secretariat shall be reconstituted as follows:

Name	Office
Milagros Talinio	Director, Office of Planning Service (OPS)
Ester Dijamco	Chief, OPS – Research and Statistics Division
Corazon Guerra	OPS-Planning and Programming Division
Ma. Rossana Carnecer	OPS-Research and Statistics Division
Meryll Tabin	OPS-Planning and Programming Division
Cecilio Peralta	OPS-Project Development and Evaluation Division
Ruby Aquino	OPS-Planning and Programming Division
<i>Julieta Nuval</i>	Office of Undersecretary Ramon C. Bacani
<i>Amaro Galvez</i>	Office of Undersecretary Ramon C. Bacani
<i>Jovita Cabiles</i>	Materials Production & Publication Division (MPPD), Technical Service
<i>Pio Alcantara</i>	Materials Production & Publication Division (MPPD), Technical Service
<i>Renato Verso</i>	Audio Visual Division, Technical Service
<i>Virgilio Mojica</i>	Audio Visual Division, Technical Service


*in italics – members of the former MANCOM Secretariat

2. The functions of the Secretariat shall include the following:
- fixing the date of MANCOM meeting in consultation with the Undersecretary for Regional Operations and the Secretary and confirming the date with the concerned host region;
 - arranging for conference venue, physical arrangements and other requirements;
 - formulating the indicative agenda;
 - ensuring compliance of concerned offices to assignments agreed upon in previous MANCOM meetings;
 - preparing discussion papers, if necessary;
 - confirming attendance of members to MANCOM meetings;
 - preparing record of discussions and disseminating the same to all of the members;
 - assisting the Presiding Officer during MANCOM meetings; and
 - performing other functions as may be assigned by the Undersecretary for Regional Operations.

3. The preparation of MANCOM kits, actual production of documents and materials needed for the meeting, registration and placing of name plates will continue to be handled by the Materials Production and Publication Division, Technical Service with Ms. Jovita Cabiles as core person.

4. The date of next MANCOM meeting shall be July 25, 2008 to be held at the Bulwagan ng Karunungan and the host region shall be Region I. The registration fee for the MANCOM meetings shall be increased from Six Hundred Pesos (PhP600.00) to One Thousand Pesos (PhP1,000.00) per meeting starting July 2008, to help the host region in managing the occasion.

5. Immediate dissemination of this Memorandum is desired.


RAMON C. BACANI
Undersecretary
Officer-in-Charge

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE
MEETINGS
OFFICIALS

Reformatted by: Sally - reconstitution of MANCOM secretariat
July 4, 2008