

**DIVISION MEMORANDUM**NO. ~~33~~ s. 2016

TO: Asst. Schools Division Superintendents
Chief Education Program Supervisors
Education Program Supervisors
Central School/Big Schools Principals
Public Schools District Supervisors
Administrative Officer V

FROM: **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent

DATE: June 23, 2016

SUBJECT: **DIVISION MANCOM**

1. The regular MANCOM meeting of Elementary School Heads and Public Schools District Supervisors (PSDS) is scheduled on June 30, 2016 at 8:00AM to 5:00PM at the Regent Hotel, Naga City.
2. The following are the agenda to be discussed, to wit:
 - a. Policy direction on Child Protection Policy
 - b. PTA and Guidelines in the Operation of Canteen
 - c. Submission of reports and data c/o Planning Office
 - d. CID and SGOD concerns
 - e. Opening of Classes
 - f. ASDSs concerns
 - g. Other Matters
3. The participants are the Schools Division Superintendent, 3 Assistant Schools Division Superintendents, 2 Chief Education Supervisors, 12 Education Program Supervisors, 45 Public Schools District Supervisors (Elementary), 56 Central School/Big Schools Principals, 1 Senior Education Program Specialist, and 1 Education Program Specialist II.
4. A **registration fee of PhP 400.00** shall be collected from the Central School /Big Schools Principals to defray the expenses for the venue, meals and snacks.
5. The Host District for this ManCom is the 2nd Congressional District and shall take charge of the opening preliminaries (bring service laptop) and documentation.
6. Attendance/non-attendance of which will subject the school's MOOE to automatic deduction of the corresponding registration fee.
7. Travel and other expenses shall be charged against school/Division MOOE/local funds subject to the usual accounting and auditing rules and regulations.
8. Attendance of all concerned is a must.
9. Immediate and wide dissemination of this Memorandum is desired.