



Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



July 11, 2016

DIVISION MEMORANDUM

No. 151, s. 2016

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR
SECONDARY SCHOOLS**

TO : Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors (Secondary)
Secondary School Heads

1. The regular MANCOM meeting of Secondary will be held on July 19, 2016 from 8:00 a.m. to 5:00 p.m. at a venue to be announced in a separate issuance.
2. The following are the agenda to be discussed:
 - Recent Issuances
 - Division Updates and Upcoming Activities
 - CID and SGOD Concerns
 - ASDSs Concerns
 - Senior High School Monitoring Results and Other Updates
 - Other Matters
3. The participants to this meeting are the Schools Division Superintendent, Assistant Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors (Secondary), Secondary School Heads, four Senior Education Program Specialists of SGOD, and one resource staff.
4. Attendance particularly of the secondary school heads is compulsory, hence, no proxy is allowed.
5. A registration fee of **Four Hundred (P400.00)** to defray the expenses for food and venue shall be charged to all participants.
6. Attendance/Non-attendance of school heads will subject the school's MOOE to automatic deduction of the corresponding registration.
7. Attendance of all concerned is a must.
8. Travel and other expenses shall be charged against school/Division MOOE/local funds subject to the usual accounting.
9. Immediate dissemination of and compliance to this Memorandum is desired.


ARNULFO M. BALANE, CESO V
Schools Division Superintendent