

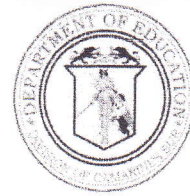


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



copy

September 26, 2016

DIVISION MEMORANDUM

NO. 231 s. 2016

DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR SECONDARY SCHOOLS

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

1. The regular MANCOM meeting of Secondary Schools will be held on September 29, 2016 at 8:00AM to 5:00PM at the Regent Hotel, Elias Angeles St., Naga City.
2. The following are the agenda to be discussed:
 - a. Policy Directions
 - b. Recent Issuances
 - c. National Teachers' Day/World Teachers' Day
 - d. Division Updates and Upcoming Activities
 - e. CID and SGOD concerns
 - f. ASDSs Concerns
 - g. Senior High School Monitoring Results and Other Updates
 - h. Other Matters
3. The participants are the Schools Division Superintendent, Assistant Schools Division Superintendents, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors (Secondary), Secondary School Heads, Senior Education Program Specialists of SGOD, and 1 resource staff.
4. Attendance particularly of the secondary school heads is compulsory, hence, no proxy is allowed.
5. A **registration fee of PhP 400.00** shall be collected from Fiscally Autonomous Schools participants to defray the expenses for the food and venue which shall be charge against School /MOOE Fund. Whereas, registration fee of participants from Non-Implementing Units will be directly charged to their School/ Division MOOE/local funds.
6. Attendance/non-attendance of which will subject the school's MOOE to automatic deduction of the corresponding registration fee.
7. The Host District for this MANCOM is the 4th Congressional District and shall take charge of the Opening Preliminaries (bring service laptop) and documentation.
8. Travel and other expenses shall be charged against school/Division MOOE/local funds subject to the usual accounting and auditing rules and regulations.
9. Attendance of all concerned is a must.
10. Immediate and wide dissemination of this Memorandum is desired.