



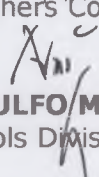
Republic of the Philippines
Department of Education
Region V
DIVISION OF CAMARINES SUR



Freedom Sports Complex, San Jose, Pili, Camarines Sur

MEMORANDUM No. 281, s. 2016

TO : Asst. Schools Division Superintendents
SGOD and CID Chiefs
Public Schools District Supervisors
Education Program Supervisors
Secondary School Heads
All Others Concerned

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

Subject: Regular MANCOM Meeting (Secondary)

Date : November 7, 2016

1. The Division Management Committee (MANCOM) Meeting for Secondary shall be held on **November 11, 2016**, at the **Naga Regent Hotel, Naga City**. This is in lieu of the October 28, 2016 schedule.
2. The following are the agenda:
 - a. Policy Directions
 - b. ASDSs Concerns
 - c. SGOD and CID Concerns
 - d. Other Updates
3. The participants to this meeting are the Schools Division Superintendent, Asst. Schools Division Superintendents, SGOD and CID Chiefs, all Education Program Supervisors and Public Schools District Supervisors (Secondary), Secondary School Heads, 4 Senior Education Program Specialists, one resource staff, and section heads who have concerns with the secondary school heads.
4. In the afternoon, at 3:00 o'clock, the school heads shall proceed to Pamplona High School, Pamplona, Camarines Sur to benchmark on Brigada Eskwela implementation in preparation for the 2017 National Schools Maintenance Week. As such, the participants are advised to arrange their transportation in going to and from the place. Carpooling is highly encouraged. The afternoon snacks will just be packed and brought to the school.
5. A registration fee of **Four Hundred Pesos Only** (Php 400.00) shall be automatically deducted and charged to school MOOE for non-autonomous schools, whether school heads are attending or not attending for whatever valid reason. Thus, participants from the autonomous schools shall pay the same amount of registration fee chargeable against school MOOE to the division cashier at the venue. The registration fee of the division-based officials and personnel shall be charged against the division MOOE.
6. The host district for this ManCom is the Fourth Congressional District which shall take charge of the opening program and other delegated concerns.
7. Travel expenses shall be charged against school MOOE subject to accounting rules and regulations.
8. No proxy is allowed.
9. For the information, guidance, and compliance of all concerned.