DIVISION MEMORANDUM
NO. 23 S., 2012

REGULAR MANCOM MEETING

To: Asst. Schools Division Superintendents
    Secondary School Principals
    Teachers In-charge and Officers In-charge
    All Concerned

1. A MANCOM Meeting of all Secondary School Heads shall be held at the Naga Regent Hotel on February, 21, 2012, 9AM to 5PM.

2. The agenda are as follows:
   a. Submission of all urgent reports.
   b. Other matters including Graduating Rites, etc.

3. Expected to attend are the Education Program Supervisors/Coordinators, and all the Secondary School Heads.

4. Incidental and travelling expenses relative to the attendance to this activity shall be chargeable against local funds/MOOE and other funds subject to the usual accounting and auditing rules and regulations.

5. Immediate and widest dissemination of this Memorandum is earnestly desired.

EMMA I. CORNEJO
Schools Division Superintendent

To be indicated in the PERPETUAL INDEX under the following subjects:

ACTIVITIES
CONFERENCES
MEETINGS