DIVISION MEMORANDUM
NO. 33 S. 2012

SPECIAL DIVISION MANCOM

To: Asst. Schools Division Superintendents
   Education Program Supervisors and Coordinators
   Public Schools District Supervisors
   Heads of Public Elementary and Secondary Schools
   Unit Heads of the Division Office

1. A Special Division Mancom will be held 9 AM, March 13, 2012 at Villa Caceres Hotel, Naga City.

2. This activity aims to:
   a. disseminate important information and guidelines relative to the closing of the school year;
   b. provide venue for the discussion of year-end-related issues and other concerns; and
   c. provide venue for the send-off and welcome ceremonies in honor of the outgoing and in-coming division officials.

3. The expected participants to this activity are the Assistant Schools Division Superintendents, Education Program Supervisors and Coordinators, Public Schools District Supervisors, Heads of Public Elementary and Secondary Schools, and Unit Heads of the Division Office.

4. Attendance to this activity is on official business.

5. Travel expenses of the participants to the said activity shall be charged against local/school fund, local School Board fund, PTA fund or fund sourced out from other organizations subject to the usual accounting and auditing rules and regulations.

6. Widest and prompt dissemination of this memorandum is highly enjoined.

EUFROSINA P. SABANDO
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent