

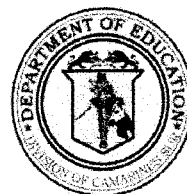


# Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



## DIVISION MEMORANDUM

NO. 105 s. 2018

TO: Asst. Schools Division Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors  
Central School/Big Schools Principals  
Public Schools District Supervisors  
Administrative Officer V

FROM: *[Signature]*  
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

DATE: April 3, 2018

SUBJECT: **DIVISION MANCOM FOR ELEMENTARY SCHOOLS**

1. The regular MANCOM meeting of Elementary School Heads and Public Schools District Supervisors (PSDS) is scheduled on **April 20, 2018 at 8:00AM to 5:00PM** at the **Avenue Plaza Hotel, Naga City**.
2. The following are the agenda to be discussed:
  - b. Policy Direction
  - c. Recent Issuances
  - d. Programs and Projects
  - e. Division Updates and Other
  - f. Upcoming Activities
  - g. CID and SGOD Concerns
  - h. ASDSs Concerns
  - i. Other Matters
3. The participants are the Schools Division Superintendent, 1 Assistant Schools Division Superintendent, 2 Chief Education Supervisors, 11 Education Program Supervisors, 45 Public Schools District Supervisors (Elementary), 56 Central School/Big Schools Principals, 2 Senior Education Program Specialists (HRD & SMME) and 2 Education Program Specialist II (HRD & SMME); 1 EPS-ALS; 1 Administrative Officer; 1 Staff (Enclosure no.1).
4. A **registration fee of Php 600.00** for ALL participants shall be automatically deducted from the Division/School MOOE/Local Funds.
5. It is expected that the Public Schools District Supervisors will likewise conduct the District MANCOM Meeting.
6. The **Host District** for this ManCom is the **3<sup>rd</sup> Congressional District** and shall take charge of the opening preliminaries (bring service laptop) and documentation.
7. Travel and other expenses shall be charged against school/Division MOOE/local funds subject to the usual accounting and auditing rules and regulations.
8. Attendance of all concerned is a must.
9. Immediate and wide dissemination of this Memorandum is desired.

---

**ONE** Vision and Mission  
**ONE** Camarines Sur  
**ONE** Goal: Quality Education