

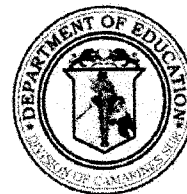


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur

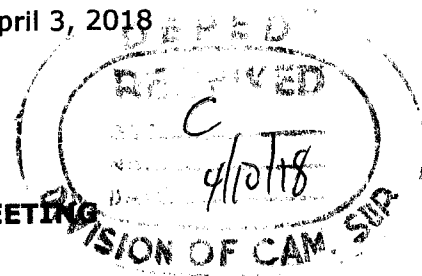


April 3, 2018

DIVISION MEMORANDUM

NO. 106 s. 2018

REGULAR 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
All Others Concerned

1. The regular **Division Management Committee (MANCOM)** meeting of secondary schools will be held on **April 23, 2018 at 8:00AM to 5:00PM** at Avenue Plaza Hotel, Magsaysay Avenue, Naga City.
2. The following are the agenda to be discussed:
 - a. Policy Directions
 - b. Division Updates and Upcoming Activities
 - c. CID and SGOD concerns
 - d. ASDS Concerns
 - e. Other Matters
3. The participants are the Schools Division Superintendent, Assistant Schools Division Superintendent, 2 Chief Education Supervisors, 5 Education Program Supervisors, 5 Education Program Specialist for ALS, 12 Public Schools District Supervisors (Secondary), 224 Secondary School Heads, 15 Assistant Principals, 4 Senior Education Program Specialists, 1 Education Program Specialist II of SGOD, 1 Nurse and 1 Resource Staff. Section Heads who have announcement and/or concerns with the secondary schools may attend the meeting at their convenient time.
4. A **registration fee of PhP 600.00** for ALL participants shall be automatically deducted from the Division/School MOOE/Local Funds. Fiscally autonomous schools shall pay their own registration fee with the Division Cashier.
5. Attendance of all participants is compulsory, hence, no proxy is allowed.
6. School Heads should bring the required report on senior high school implementation and the inventory of senior high school graduates according to choices after graduation in a folder following the color codes re: red, white, blue, yellow, green for Congressional Districts 1 to 5 respectively.
7. The **Host District** for this MANCOM is the **1st Congressional District** and shall take charge of the Opening Preliminaries, minutes of the MANCOM meeting and the overall facilitation of the whole day activity.
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. Immediate and wide dissemination of this Memorandum is desired.

CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

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