

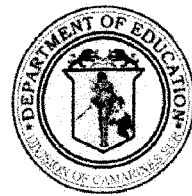


# Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



May 9, 2018

## DIVISION MEMORANDUM

NO. 138 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 **May 16, 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. Workshop on the preparation of Individual/Office Performance Rating of all school heads
  - f. 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), 239 Secondary School Heads, 2 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 650.00** 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. The **Host District** for this MANCOM is the **2<sup>nd</sup> Congressional District** and shall take charge of the Opening Preliminaries, minutes of the MANCOM meeting and the overall facilitation of the whole day activity.
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. Immediate and wide dissemination of this Memorandum is desired.

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

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