



*Department of Education*  
**Region V**



**DIVISION OF CAMARINES SUR**  
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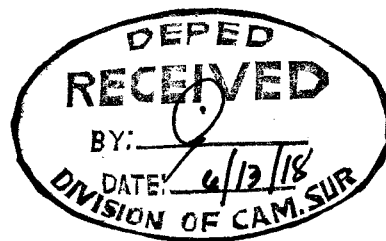
13 JUNE 2018

**DIVISION MEMORANDUM**

No. 167, s. 2018

**DIVISION REGULAR MANAGEMENT COMMITTEE (MANCOM) MEETING FOR  
SECONDARY SCHOOLS**

TO : Assistant Schools Division Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors (Secondary)  
Section/Unit Heads  
Secondary School Heads  
All Others Concerned



1. The **Regular Division Management Committee (ManCom) Meeting** for Secondary shall be held on **June 20, 2018** at 8:00 a.m. to 5:00 p.m. at the **Avenue Plaza Hotel, Magsaysay Avenue, Naga City**.
2. The following are the Agenda:
  - a. Policy Directions
  - b. Updates and Issuances
  - c. ASDS Concerns
  - d. CID and SGOD Concerns
  - e. Other Matters
3. The participants are the Schools Division Superintendent, Assistant Schools Division Superintendent, 2 Chief Education Program Supervisors, 5 Education Program Supervisors, 4 Education Program Specialist for ALS, 12 Public Schools District Supervisors (Secondary), 239 Secondary School Heads, 2 Senior Education Program Specialists of SGOD, Section Heads, 1 Nurse and 2 Resource Staff.
4. The Registration Fee shall be **Six Hundred Fifty Pesós (P650.00)** for all the participants to be automatically deducted from the Division and School MOOE or local funds. Fiscally-autonomous schools shall pay their registration fee with the Division Cashier.
5. Attendance of all the participants is compulsory.
6. The host district for this ManCom is the 3<sup>rd</sup> Congressional District. The assigned school heads shall take charge of the Opening Preliminaries, Minutes of the meeting and the overall facilitation of the activity.
7. Travel and other expenses relative to this activity shall be charged against the Division or School MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate and widest dissemination of this Memorandum is desired.

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

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