



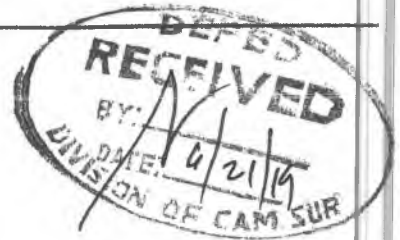
Department of Education
Region V
DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

NO. 202 s. 2019



TO: Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary School Heads
All Others Concerned

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

DATE: June 18, 2019

SUBJECT: **2nd QUARTERLY MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR ELEMENTARY SCHOOLS**

1. The 2nd Quarter Division Management Committee (MANCOM) Meeting of Elementary School Heads and Public Schools District Supervisors (PSDS) is scheduled on June 25-27, 2019 at the Villa Caceres Hotel, Naga City.
2. The following are the agenda to be discussed:
 - a. Policy Directions
 - b. Recent Issuances
 - c. Division Updates and Upcoming Activities
 - d. CID and SGOD concerns
 - e. ASDS Concerns
 - f. Other Matters
3. The participants are the Schools Division Superintendent, 2 Assistant Schools Division Superintendents, 2 Chief Education Supervisors (CID & SGOD), 2 Education Program Supervisors (From the CID), 45 Public Schools District Supervisors (Elementary), ELEMENTARY SCHOOL PRINCIPAL/SCHOOL HEADS, Division Section/Units Heads: AOV, ACCOUNTANT II, BUDGET OFFICER, CASHIER, HRMO, SUPPLY OFFICER, HEAD-PSU, Planning Officer, 1 SGOD Official/Personnel to be identified by the OIC-Chief, SGOD, 2 from the Medical Team, 3 Support Staff from the ASDS Office (Elem), and 2 Drivers.
4. A registration fee from the School Principals/School Heads shall be automatically deducted from their respective School MOOE while the registration fees of the SDO Participants and the PSDSs shall be charged to Division MOOE.
5. The following are the schedules:

<u>June 25, 2019</u>	AM- 1st Congressional District] PM- 2nd Congressional District
<u>June 26, 2019</u>	AM- 3rd Congressional District PM- 5th Congressional District
<u>June 27, 2019</u>	AM-4th Congressional District (Goa, Lagonoy South, Sangay, San Jose, Tigaon Tinambac North and Tinambac South) PM-4th Congressional District (Caramoan North, Caramoan South, Garchitorena, Lagonoy North, Parucban and Siruma)
6. Attendance of all participants is compulsory, hence, no proxy is allowed.
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.

**SDO CAMSUR: Caring, Engaging, Serving
with united Heart**