



Department of Education

Region V

**DIVISION OF CAMARINES SUR**

Freedom Sports Complex, San Jose, Pili, Camarines Sur



**DIVISION MEMORANDUM**

NO. 263 s. 2019

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



FROM: **SUSAN S. COLLANO, CESO VI**  
Assistant Schools Division Superintendent  
Officer in Charge  
Schools Division Superintendent

DATE: August 2, 2019

SUBJECT: **REGULAR MANAGEMENT COMMITTEE(MANCOM) MEETING  
FOR ELEMENTARY SCHOOLS**

1. The regular **Division Management Committee (MANCOM)** Meeting of **Elementary School Heads and Public Schools District Supervisors(PSDS)** is scheduled on August 15, 2019 at 8:00 AM to 5:00 PM, 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 Superintendent, 2 Chief Education Supervisors, 11 Education Program Supervisors, 45 Public Schools District Supervisors (Elementary), 56 Central School Principals, 2 Senior Education Program Specialists(HRD&M&E), 1 EPS-ALS, 2 Administrative Officer (Admin & Budget Officer)1 Accountant, 1 Cashier, 1 HRMO, 1 Nurse, and 2 Resource Staff.
4. A registration fee of the Central School Principals in the amount of Php 650.00 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. Attendance of all participants is compulsory, hence, no proxy is allowed.
6. The **Host District** for this MANCOM is the 3<sup>rd</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.

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