

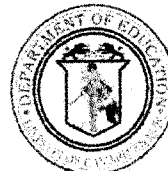


# Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



## DIVISION MEMORANDUM

NO. 246 s. 2017

TO: Asst. Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Senior Education Program Specialist – HRD  
Education Program Specialist II – HRD  
Public Schools District Supervisors  
Central School / Big Schools Concerned  
Administrative Office V

FROM: **ARNULFO M. BALANE**  
Schools Division Superintendent

DATE: August 29, 2017

SUBJECT: **DIVISION MANCOM MEETING FOR ELEMENTARY SCHOOLS**

1. The regular MANCOM Meeting of Elementary School Heads and Public Schools District Supervisors (PSDS) is scheduled on **September 5, 2017** at **8:00 AM to 5:00 PM** at the **Regent Hotel, Naga City**.
2. The following are the agenda to be discussed:
  - a. Policy Direction
  - b. Programs and Projects
  - c. Recent Issuances
  - d. CID and SGOD Concerned
  - e. World Teachers' Day and National Teachers' Day Celebration
  - f. Division Updates and Other Upcoming Activities
  - g. Other matters
3. The participants are the Schools Division Supervisors, 3 Assistant Schools Division Superintendents, 2 Chief Education Supervisors, 12 Education Program Supervisors, 45 Public Schools District Supervisors (Elementary), 56 Central School/Big School Principals, 1 Senior Education Program Specialist, and 1 Education Program Specialist II (Enclosure No. 1).
4. A **registration fee of Php 450.00** for ALL participants shall be automatically deducted from the Division/School MOOE/Local Funds.
5. It is expected that the Public School District Supervisors will likewise conduct the District MANCOM Meeting.
6. The **Host District** for this ManCom is the **3<sup>rd</sup> Congressional District** and shall take charge of the opening preliminaries (bring service laptop) and documentation.
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. Attendance of all concerned is a must.
9. Immediate and wide dissemination of this Memorandum is desired.