



Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

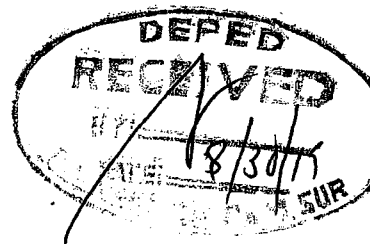
NO. 311 s. 2019

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: August 29, 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 September 3, 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 4th **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**