



Department of Education

Region V

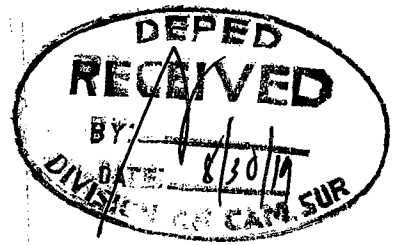
**DIVISION OF CAMARINES SUR**

Freedom Sports Complex, San Jose, Pili, Camarines Sur



**DIVISION MEMORANDUM**

NO. 313 s. 2019



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

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

DATE: August 29, 2019

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

1. The regular **Division Management Committee (MANCOM) Meeting of Secondary Schools** will be held on September 9, 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. Updates and Upcoming Activities
  - c. ASDS Concerns
  - d. CID and SGOD concerns
  - e. Other Matters
3. The participants are the Schools Division Superintendent, Assistant Schools Division Superintendent, 1 Chief / 1 OIC Chief Education Supervisors, 5 Education Program Supervisors, 4 Education Program Specialists for ALS, 12 Public Schools District Supervisors (Secondary), 224 Secondary School Heads, 15 Assistant Principals, 2 Senior Education Program Specialists, 1 Education Program Specialist II of SGOD, 1 Nurse and Resource Staff.
4. A registration fee of Php 650.00 for ALL participants shall be automatically deducted from the Division/School MOOE/ Local Funds. Fiscally autonomous schools shall pay their own registration fee to the Division Cashier.
5. Attendance of all participants is compulsory, no proxy is allowed
6. The **Host District** for this MANCOM is the 5<sup>th</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**