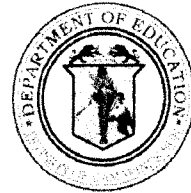


Department of Education

Region V

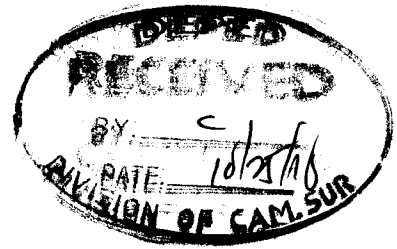
DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

NO. 360 s. 2018



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

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

DATE: October 22, 2018

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

1. The regular **Division Management Committee (MANCOM) Meeting of Secondary Schools** will be held on **October 29, 2018 at 8:00AM to 5:00PM** at Avenue Plaza Hotel, Magsaysay Avenue, Naga City.
2. The following are the agenda to be discussed:
 - a. Policy Directions
 - b. Recent Issuances
 - c. Programs and Projects
 - d. Division Updates and Upcoming Activities
 - e. CID and SGOD concerns
 - f. ASDSs Concerns
 - g. Other Matters
3. The participants are the Schools Division Superintendent, Assistant Schools Division Superintendent, 2 Chief Education Supervisors, 5 Education Program Supervisors, 5 Education Program Specialist 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 1 Resource Staff. Section Heads who have announcement and/or concerns with the secondary schools may attend the meeting at their convenient time.
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 with the Division Cashier.
5. Attendance of all participants is compulsory, hence, no proxy is allowed.
6. The **Host District** for this MANCOM is the **5th 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.