

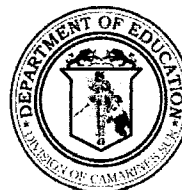


Department of Education

Region V

DIVISION OF CAMARINES SUR

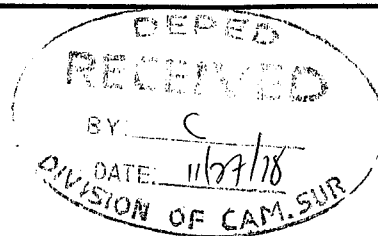
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

NO. 415 s. 2018

TO: Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Central School/Big Schools Principals
Public Schools District Supervisors (Elementary)
Administrative Officer V



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

DATE: November 26, 2018

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

1. The regular MANCOM meeting of Elementary School Heads and Public Schools District Supervisors (PSDS) is scheduled on **December 3 and 10, 2018 at 8:00AM to 5:00PM** at the **Avenue Plaza Hotel, Naga City**.
2. The following are the agenda to be discussed:
 - a. Policy Direction
 - b. Recent Issuances
 - c. Programs and Projects
 - d. Division Updates and Other Upcoming Activities
 - e. CID and SGOD Concerns
 - f. ASDSs Concerns
 - g. Other Matters
3. The participants are the Schools Division Superintendent, 2 Assistant Schools Division Superintendents, 2 Chief Education Supervisors, 11 Education Program Supervisors, 45 Public Schools District Supervisors (Elementary), 56 Central School/Big Schools Principals, 2 Senior Education Program Specialists (HRD & SMME) and 2 Education Program Specialist II (HRD & SMME); 1 EPS-ALS; 1 Administrative Officer; 1 Staff (Enclosure no.1).
4. A **registration fee of Php 600.00** for ALL participants shall be automatically deducted from the Division/School MOOE/Local Funds.
5. It is expected that the Public Schools District Supervisors will likewise conduct the District MANCOM Meeting.
6. The **Host District** for said ManCom Meetings are the **5th Congressional District** for December 3, 2018 and the **1st Congressional District** for December 10, 2018 respectively. The assigned districts shall take charge of the opening preliminaries (bring service laptop) and documentation (Minutes of Meeting).
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.