



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 444, s. 2019

November 29 , 2019

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

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



1. The regular **Division Management Committee (MANCOM) Meeting of Secondary Schools** will be held on December 4, 2019 (Wednesday) at 8:00 AM to 5:00 PM, at Villa Caceres Hotel, Naga City
2. The following are the agenda to be discussed:
 - a. Policy Directions
 - b. Results of RMEA
 - c. Budget Utilization 2019
 - d. Finance / Budget Preparation
 - e. ASDS Concerns
 - f. CID and SGOD concerns
 - g. Other Matters
3. The participants are the Schools Division Superintendent, 1 Assistant Schools Division Superintendent, 1 Chief and 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 hosting of the MANCOM shall be taken care of by the ACCSSSA.
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.


LOIDA N. NIDEA, CESO V
Schools Division Superintendent