



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. 445, s. 2019

November 29, 2019

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

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



1. The regular **Division Management Committee (MANCOM) Meeting of Elementary School Heads and Public Schools District Supervisors (PSDS)** is Scheduled on December 13, 2019 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, 2 Assistant Schools Division Superintendent, 2 Chief Education Supervisors, 11 Education Program Supervisors, 45 Public School District Supervisors (Elementary), 56 Central School Principals, 2 Senior Education Program Specialists (HRD&M&E), 1 EPS-ALS, 2 Administrative Officers (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, no proxy is allowed.
6. The **Host District** for this MANCOM is the 1st **Congressional District** 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.


LOIDA M. NIDEA, CESO V
Schools Division Superintendent