



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



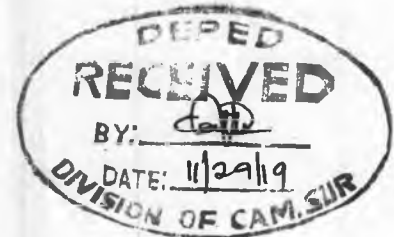
DIVISION MEMORANDUM

No. 446, s. 2019

November 29 , 2019

**SPECIAL MANAGEMENT COMMITTEE (MANCOM) MEETING FOR ALL
ELEMENTARY SCHOOL HEADS and PUBLIC SCHOOLS DISTRICT
SUPERVISORS**

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



1. The Special **Division Management Committee (MANCOM) Meeting of All Elementary School Heads and Public Schools District Supervisors (PSDS)** is scheduled on **December 3, 2019** (for 1st, 2nd and 3rd Districts) and **December 8, 2019** (for 4th and 5th Districts) at 8:00 AM to 5:00 PM, at Regent Hotel, Naga City
2. The following are the agenda to be discussed:
 - a. Policy Directions
 - b. Recent Issuances
 - c. Budget Utilization 2019
 - d. Financial Concerns / Budget Preparation
 - e. Division Updates and Upcoming Activities
 - f. ASDS Concerns
 - g. Other Matters
3. The participants are the Schools Division Superintendent, 2 Assistant Schools Division Superintendent, 2 Chief Education Supervisors, 5 Education Program Supervisors, 45 Public School District Supervisors (Elementary), All School Heads, 2 Senior Education Program Specialists (HRD&M&E), 2 Administrative Officers (Admin & Budget Officer) 1 Accountant, 1 Cashier, 1 HRMO and 1 Nurse.
4. A registration fee of All School Heads 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/ In-charge** for this Special MANCOM are the **HRMO, HRTD and ADMIN Offices** shall take charge of the Opening Preliminaries, minutes of the MANCOM meeting and the overall facilitation of the whole day activity.
7. Since December 8, 2019 is a Sunday, participants will be granted one (1) day Service Credit / COC per CSC Joint Circular # 2, s. 2004
8. Travel and other expenses shall be charged against school/ Division MOOE/ Local Funds subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this Memorandum is desired.


LOIDA N. NIDEA, CESO V
Schools Division Superintendent