DIVISION MEMORANDUM
No. [44], s. 2019

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

November 29, 2019

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

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 P650.00 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 M. NIDEA, CESO V
Schools Division Superintendent

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