



January 10, 2017

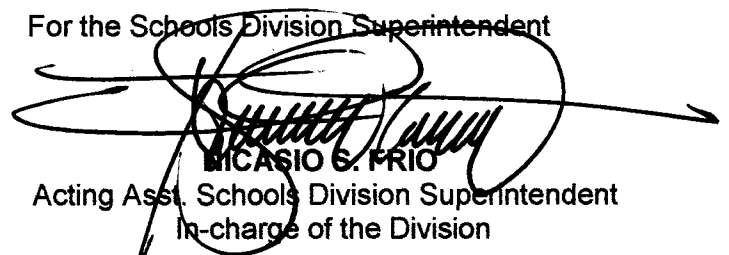
DIVISION MEMORANDUM
No. 11, s. 2017

**5th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
(SY 2016-2017)
FOR SECONDARY SCHOOL HEADS**

To: Acting Asst. Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary Schools

1. The **5th Division MANCOM Meeting (SY 2016-2017) for Secondary School Heads** of DepED-Capiz Division will be held on **Tuesday, January 17, 2017** from 8:30 am to 5:00 pm. The venue will be announced later.
2. Authorized to attend the meeting are the following:
 - 2.1. Acting Asst. Schools Division Superintendent
 - 2.2. Chief Education Supervisors, CID and SGOD
 - 2.3. Education Program Supervisors, CID and SGOD
 - 2.4. Senior Education Program Specialists (Planning & Research, HRD, Soc. Mob. & M&E)
 - 2.5. Attorney III (Legal Services)
 - 2.6. Information Technology Officer I (ICT Services)
 - 2.7. Engineer III (Education Facilities)
 - 2.8. Administrative Officer V (Administrative Services)
 - 2.9. Administrative Officer V (Finance Services: Budget)
 - 2.10. Accountant III (Finance Services: Accounting)
 - 2.11. All Public Secondary School Heads
 - 2.12. All Assistant Principals
 - 2.13. Department Heads
3. A registration fee of **Four Hundred Fifty Pesos (Php 450.00)** shall be charged each secondary school head/participant to defray expenses for food (2 snacks and 1 lunch) chargeable against school MOOE while that of the SDO personnel shall be charged from the Division MOOE/INSET fund, both subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this memorandum is desired.

For the Schools Division Superintendent



MICASIO S. FRIO
Acting Asst. Schools Division Superintendent
In-charge of the Division