



August 17, 2017

DIVISION MEMORANDUM  
No. 172, s. 2017

**3<sup>rd</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR ELEMENTARY SCHOOL HEADS  
(SY 2017-2018)**

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

1. The **3<sup>rd</sup> Division Management Committee (MANCOM) Meeting for Elementary School Heads (SY 2017-2018)** of DepED-Capiz Division will be held on **Thursday, August 24, 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. Public Schools District Supervisors
  - 2.5. Senior Education Program Specialists (Planning & Research, HRD, Soc. Mob. & M&E)
  - 2.6. Attorney III (Legal Services)
  - 2.7. Administrative Officer V (Budget)
  - 2.8. Administrative Officer IV (Personnel)
  - 2.9. Accountant III
  - 2.10. Information Technology Officer I (ICT Services)
  - 2.11. Engineer III (Education Facilities)
  - 2.12. Elementary School Heads
3. A registration fee of **Four Hundred Fifty Pesos (Php 450.00)** shall be charged each elementary 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. For the information and guidance of all concerned, attached is the List of Elementary School Head Participants.
5. Immediate dissemination of this memorandum is desired.

**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent