



September 22, 2017

DIVISION MEMORANDUM
No. 161,s. 2017

**4th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR SY 2017-2018 OF 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/ Integrated Schools

1. The **4th Division Management Committee (MANCOM) Meeting for SY 2017-2018 of Secondary School Heads of DepED-Capiz Division** will be held on **Thursday, September 27, 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.

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