



February 20, 2017

DIVISION MEMORANDUM  
No. 29, s. 2017

**6<sup>th</sup> 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 **6<sup>th</sup> Division MANCOM Meeting (SY 2016-2017) for Secondary School Heads of DepED-Capiz Division** will be held on **Thursday, February 23, 2017** from 8:30 am to 5:00 pm. The venue will be announced later.

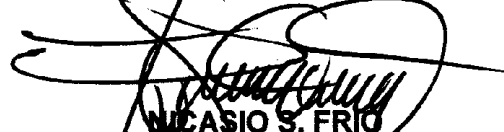
2. Authorized to attend the meeting are the following:

- 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:

  
**NICASIO S. FRIGO**  
Acting Asst. Schools Division Superintendent  
in-charge of the Division