

Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City
Telefax No. (036) 6210-974- (036) 6216-118



Division Memorandum
No. 325, s. 2017

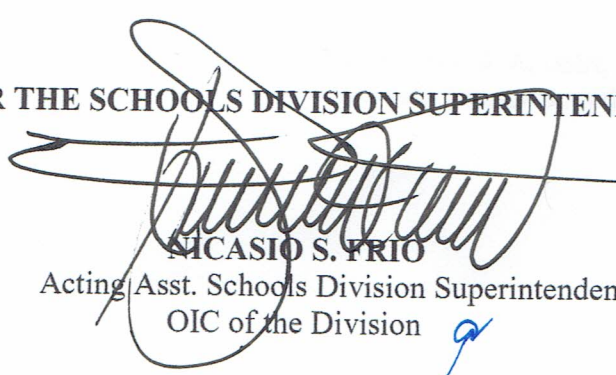
December 22, 2017

**2nd DIVISION MANAGEMENT COMMITTEE(MANCOM) MEETING
FOR SY 2017-2018 OF PRIVATE SCHOOL HEADS/PRINCIPALS**

TO : Acting Assistant Schools Division Superintendent
Chief, Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Private Preschool/Elementary School Principals
Private Secondary School Principals

1. The 2nd Division Management Committee (MANCOM) Meeting for SY 2017-2018 of Private School Heads/Principals will be held on **Friday, December 22, 2017** from 8:30 a.m. to 5:00 p.m. Venue will be announced later.
2. Participants to this activity are the principals/ administrators of private preschool, elementary and secondary schools.
3. A registration fee of Php 500.00 will be charged to each participant to defray expenses for one lunch, and two snacks..
4. Expenses relative to the conduct of this conference shall be charged against school funds in the case of private school participants and from the division MOOE fund for participants from the Schools Division Office, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


NICASIO S. FRIO
Acting Asst. Schools Division Superintendent
OIC of the Division