



March 27, 2017

DIVISION MEMORANDUM

No. 47, s. 2017

**7th 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 **7th Division MANCOM Meeting (SY 2016-2017) for Secondary School Heads of DepED-Capiz Division** will be held on **Thursday, March 30, 2017** from 8:30 am to 5:00 pm. at Capiz Division Multi-purpose hall.
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. Heads of Public Secondary Schools 54
 - 2.12. Heads of Integrated Schools 2
3. A registration fee of **Three Hundred Pesos (Php 300.00)** 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

