



May 8, 2017

DIVISION MEMORANDUM


No. 70, s. 2017

**8<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/ Integrated Schools

1. The **8<sup>th</sup> Division MANCOM Meeting (SY 2016-2017) for Secondary School Heads** of DepED-Capiz Division will be held on **Wednesday, May 10, 2017** from 8:30 am to 5:00 pm. at **MVW Restaurant and Tourist Inn**, Roxas Avenue, Roxas City.
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. One (1) Department Head/ Subject Coordinator per School
3. Schools without Assistant School Principals, the School Head will bring two (2) other participants.
4. 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.
5. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**CONCEPCION A. DELA CRUZ**  
Education Program Supervisor- I  
In-charge of the Division