



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. 79, s. 2017

May 26, 2017

**1<sup>ST</sup> 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 1<sup>st</sup> Division Management Committee (MANCOM) Meeting for SY 2017-2018 of Private School Heads/Principals will be held on **Wednesday, May 31, 2017** from 8:30 a.m. to 5:00 p.m. at the Division Multipurpose Hall, Banica, Roxas City.
2. Participants to this activity are the principals/ administrators of private preschool, elementary and secondary schools.
3. A registration fee of Php 300.00 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.

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