



January 17, 2018

DIVISION MEMORANDUM
No. 019, s. 2018

**7th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR SECONDARY SCHOOL HEADS
(SY 2017-2018)**

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 **7th Division Management Committee (MANCOM) Meeting for Secondary School Heads (SY 2017-2018)** of DepED-Capiz Division will be held on **Friday, January 26, 2018** 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 **Five Hundred Pesos (Php 500.00)** 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 