



January 17, 2018

DIVISION MEMORANDUM
No. 019, s. 2018

**7th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR ELEMENTARY 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 Elementary Schools

1. The **7th Division Management Committee (MANCOM) Meeting for Elementary School Heads (SY 2017-2018)** of DepED-Capiz Division will be held on **Tuesday, January 30, 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. Education Program Supervisors, CID and SGOD
- 2.3. Public Schools District Supervisors
- 2.4. Senior Education Program Specialists (Planning & Research, HRD, Soc. Mob. & M&E)
- 2.5. Attorney III (Legal Services)
- 2.6. Administrative Officer V (Budget)
- 2.7. Administrative Officer IV (Personnel)
- 2.8. Accountant III
- 2.9. Information Technology Officer I (ICT Services)
- 2.10. Engineer III (Education Facilities)
- 2.11. Elementary School Heads

3. A registration fee of **Five Hundred Pesos (Php 500.00)** shall be charged each elementary 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. For the information and guidance of all concerned, attached is the List of Elementary School Head Participants.

5. Immediate dissemination of this memorandum is desired.


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