Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City
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June 29, 2018

DIVISION MEMORANDUM
No. 138 ,s. 2018

2nd DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR SECONDARY SCHOOL HEADS (SY 2018-2019)

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 **2nd Division Management Committee (MANCOM) Meeting for Secondary School Heads (SY 2018-2019)** of DepED-Capiz Division will be held on **Monday, July 9, 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

NSF/:2nd Division MANCOM_Secondary Schools SY 2018-2019