



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF CAPIZ**  
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February 24, 2018

DIVISION MEMORANDUM  
No. 48, s. 2018

**8<sup>th</sup> 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 **8<sup>th</sup> Division Management Committee (MANCOM) Meeting for Secondary School Heads (SY 2017-2018)** of DepED-Capiz Division will be held on **Tuesday, March 6, 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