



January 14, 2019

Division Memorandum  
No. 01, s. 2019

**2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR ELEMENTARY, SECONDARY & INTEGRATED SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
All Public Elementary, Secondary and Integrated School Heads

1. The **2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) Meeting for Elementary, Secondary & Integrated School Heads (SY 2018-2019)** of DepEd Capiz Division will be held on Friday, January 18, 2019 from 8:00 am to 5:00 pm. The venue will be announced later.
2. Authorized to attend are the following:
  - 2.1. Assistant Schools Division Superintendent
  - 2.2. Chief Education Supervisors, CID & SGOD
  - 2.2. Education Program Supervisors, CID & SGOD
  - 2.3 Public Schools District Supervisors
  - 2.4 SEPS (Planning & Research, HRD, Soc. Mob. and School M & E)
  - 2.5 Medical Officer, One Dentist, One Nurse
  - 2.6 Attorney III (Legal Services)
  - 2.7 Administrative Officer V (Budget)
  - 2.8 Administrative Officer IV (Personnel)
  - 2.9 Administrative Officer IV (Supply)
  - 2.10 Administrative Officer IV (Records)
  - 2.11 Accountant III
  - 2.12 Information Technology Officer I (ICT Services)
  - 2.13 Engineer III (Education Facilities)
  - 2.14 All Elementary, Integrated & Secondary School Heads (471)
3. A registration fee of **Five Hundred Pesos (PhP500)** shall be charged from each Elementary, Secondary & Integrated school heads to defray expenses for food (2 snacks & 1 lunch) chargeable against school MOOE while that of SDO personnel shall be charged from the Division MOOE fund, all subject to the usual accounting and auditing rules & regulations.
4. Participants are advised to wear **smart casual attire**.
5. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

**NICASIO S. FRIO**

Assistant Schools Division Superintendent  
In-Charge of the Division

