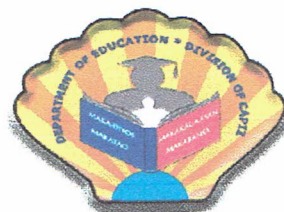




Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City
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January 18, 2019

Division Memorandum
No. 14, s. 2019

**DIVISION MANAGEMENT COMMITTEE(MANCOM) MEETING
FOR PRIVATE SCHOOL HEADS/PRINCIPALS**

TO : Acting Assistant Schools Division Superintendent
Chief, Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Private Preschool/Elementary School Principals
Private Secondary School Principals

1. There will be a Division Management Committee (MANCOM) Meeting for Private School Heads/Principals on **January 31, 2019** from 8:30 a.m. to 5:00 p.m. at the Division Multipurpose Hall, Banica, Roxas City.
2. Participants to this activity are the principals/ administrators of private preschool, elementary and secondary schools.
3. A registration fee of Php 350.00 will be charged to each participant to defray expenses for one lunch, and two snacks. Private school participants are requested to have a preregistration c/o Dr. Edna Azcarraga, Private School Area Supervisor.
4. Expenses relative to the conduct of this conference shall be charged against school funds in the case of private school participants and from the division MOOE fund for participants from the Schools Division Office, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

ROEL F. BERMEJO, PhD., CESO V
Schools Division Superintendent