



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City
E-mail: capiz@deped.gov.ph



July 23, 2019

DIVISION MEMORANDUM

No. 120, s. 2019

**1st DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR ALL ELEMENTARY SCHOOL HEADS
(SY 2019-2020)**

To: Acting Asst. Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
All Heads of Public Elementary School

1. The **1st Division Management Committee (MANCOM) Meeting for All Elementary School Heads SY 2019-2020** of DepED-Capiz Division will be held on **Tuesday, July 30, 2019** from 8:30 am to 5:00 pm. The venue will be at MVW Restaurant and Tourist Inn.
2. Authorized to attend the meeting are the following:
 - 2.1. 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. All 393 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. Immediate dissemination of this memorandum is desired.


ROEL F. BERMEJO, CESO V
Schools Division Superintendent