



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. 171, s. 2019

**1<sup>st</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR SECONDARY AND INTEGRATED SCHOOL HEADS  
(SY 2019-2020)**

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

1. The **1<sup>st</sup> Division Management Committee (MANCOM) Meeting for Secondary and Integrated School Heads (SY 2019-2020)** of DepED-Capiz Division will be held on **Wednesday, July 31, 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. Acting 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 Public Secondary School Heads (54)
- 2.12. All Public Integrated School Heads (24)
- 2.13. All Asst. School Principal
- 2.14. Department Heads (60)

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