



October 21, 2019

Division Memorandum  
 No. 236, s. 2019

**SECOND DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR ELEMENTARY,  
 SECONDARY AND INTEGRATED SCHOOL HEADS  
 (SY 2019-2020)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors/ OIC of the Districts  
 Heads of Public Elementary, Secondary and Integrated Schools

1. Please be informed that the **Second Division Management Committee (MANCOM) Meeting for Public Elementary, Secondary and Integrated School Heads (SY 2019-2020)** of DepED-Capiz Division will be held on the following schedules:

Date/Time	Participants	Venue
October 30, 2019 8:00-12:00 NN	Head Teachers and Principals of Public Elementary Schools in the <b>Second Congressional District</b> of Capiz	MVW Restaurant and Tourist Inn
October 30, 2019 1:00 PM -5:00 PM	Head Teachers and Principals of Public Elementary Schools in the <b>First Congressional District</b> of Capiz	
October 31, 2019/ 8:00-12:00 NN	Heads/Principals of all Secondary and Integrated Schools, Assistant Principals and Head Teachers (Department Heads)	
October 31, 2019/ 1:00 PM-5:00 PM	All TICs and SICs in Public Primary/Elementary Schools of SDO-Capiz	

2. SDO officials/personnel who are also authorized to attend the meeting are the following:

- 2.1. Assistant 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)

3. NO REGISTRATION FEE is required. Expenses for food (1 snack for school-based participants; 2 snacks and 1 lunch for the SDO personnel) are chargeable against Division MOOE/HR**TD** fund, subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of this memorandum is desired.

  
**SALVADOR O. OCHAVO, JR., Ed.D., CESO V**  
 Schools Division Superintendent

