



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

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February 28, 2019

DIVISION MEMORANDUM  
No. 027, s. 2019

**2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR ALL PUBLIC ELEMENTARY, SECONDARY AND INTEGRATED SCHOOL HEADS  
(SY2018-2019)**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors/OICs of the District  
Heads of Public Elementary Schools, Secondary and Integrated Schools

1. The **2<sup>nd</sup> Division Management Committee (MANCOM) Meeting for All Public Elementary, Secondary and Integrated School Heads (SY2018-2019)** of DepEd-Capiz Division will be held on the following schedules:

Participants	Date/Time	Venue
All Public Elementary, Secondary and Integrated School Heads - <b>Second Congressional District Cluster</b> EXCLUDING those from the Districts of Ivisan, Mabusao East and Mabusao West.	March 6, 2019 (8:30 am- 5:00pm)	To be announced later
All Public Elementary, Secondary, and Integrated School Heads in the <b>First Congressional District Cluster</b> , INCLUDING those from the Districts of Ivisan, Mabusao East and Mabusao West	March 7, 2019 (8:00 am – 5:00)	

2. The following are the Division Office personnel who are also authorized attend to the meeting:

- 2.1. Assistant Schools Division Superintendent
- 2.2. Education Program Supervisors, CID and SGOD
- 2.3. Public Schools District Supervisors
- 2.4. Senior Education program Specialist (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. 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 R. BERMEJO, CESO V**  
Schools Division Superintendent

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