



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



May 2, 2019

DIVISION MEMORANDUM

No. 01, s. 2019

**3rd DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR ELEMENTARY, SECONDARY & INTEGRATED SCHOOL HEADS (SY 2018-2019)**

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

1. The **3rd DIVISION MANAGEMENT COMMITTEE (MANCOM) Meeting for Elementary, Secondary & Integrated School Heads (SY 2018-2019)** of DepED-Capiz Division will be held on the following schedules:

Participants	Date/Time	Venue
All Public Elementary, Secondary & Integrated School Heads- Second Congressional District Cluster EXCLUDING those from the Districts of Ivisan, Mambusao East, Mambusao West and Sapián	May 9, 2019 (8:30 am -5:00 PM)	To be announced later
All Public Elementary, Secondary & Integrated School Heads- First Congressional District Cluster INCLUDING those from the Districts of Ivisan, Mambusao East, Mambusao West and Sapián	May 10, 2019 (8:30 am -5:00 PM)	

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

- 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)

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

