



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



Banica, Roxas City
 Tel. Number: (036) 620-2371-73, Fax: (036) 621-0974
 Website: <http://depedcapiz.ph>

May 6, 2019

DIVISION MEMORANDUM
 No. 064 s. 2019

CORRIGENDUM TO DIVISION MEMO No. 61, s. 2019 re: 3rd DIVISION MANAGEMECOMMITTEE (MANCOM) MEETING FOR ALL PUBLIC ELEMENTARY, SECONDARY, AND INTEGRATED SCHOOL HEADS (SY 2018-2019)

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, Secondary and Integrated Schools

1. The **Division Management Committee (MANCOM) Meeting for All Public Elementary, Secondary & Integrated School Heads (SY 2018-2019)** of DepEd-Capiz Division which was previously announced through **Division Memo No.61, s. 2019** is hereby corrected as follows:

Participants	Date/Time	Venue
All Public Elementary School Heads (393)	May 9, 2019 (8:00 am- 5:00pm)	To be announced later
All Public Secondary School Heads (54), Integrated School Heads (24), Assistant Principals (9) and Head Teachers/Department Heads (60)	May 10, 2019 (8:00 am- 5:00pm)	

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. Planning Officer III
- 2.6. Medical & Dental Unit (1-Doctor, 1-Dentist & 1-Nurse)
- 2.7. Attorney III (Legal Services)
- 2.8. Administrative Officer V (Budget)
- 2.9. Administrative Officer IV (Personnel)
- 2.10. Accountant III
- 2.11. Information Technology Officer I (ICT Services)
- 2.12. Engineer III (Education Facilities)
- 2.13. Elementary, Secondary, Integrated School Heads and Head Teachers

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, 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

NSF/: MANCOM Meeting (Elementary, Secondary, Integrated and Head Teachers)-SY 2018-2019