



January 3, 2020

Division Memorandum
 No. 002, s. 2020

3RD 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 **Third Division Management Committee (MANCOM) Meeting for Public Elementary, Secondary and Integrated School Heads (SY 2019-2020)** of DepED-Capiz Division will be on following schedules:

Date/Time	Participants	Venue
January 16, 2020/ 8:00-12:00 NN	Head Teachers and Principals of Public Elementary Schools in the Second Congressional District of Capiz	To be announced later
January 16, 2020/ 1:00 PM - 5:00 PM	Head Teachers and Principals of Public Elementary Schools in the First Congressional District of Capiz	
January 17, 2020/ 8:00-12:00 NN	Heads/Principals of all Secondary and Integrated Schools, Assistant Principals and Head Teachers (Department Heads)	
January 17, 2020/ 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/HRDT fund, subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of this memorandum is desired.

SALVADOR O. OCHAVO JR., EdD, CESO V
 Schools Division Superintendent