



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>

DIVISION MEMORANDUM

May 24, 2021

No. **093** 2021

**1<sup>st</sup> VIRTUAL DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR ALL PUBLIC ELEMENTARY, SECONDARY AND INTEGRATED SCHOOL HEADS (SY  
2020-2021)**

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

1. The **Division Management Committee (MANCOM) Meeting for All Public Elementary, Secondary and Integrated School Heads (S.Y. 2021-2022)** of DepEd-Capiz Division will be held on the following schedules:

Participants	Date & Time	District / School In-Charge of the Preliminary Activities and to Record the Minutes of the Meeting
All Public Elementary and Integrated School Heads – <b>First Congressional District</b>	June 3, 2021 (8:00 am – 12:00 nn)	District of Panay
All Public Elementary and Integrated School Heads – <b>Second Congressional District</b>	June 3, 2021 (1:00 pm – 5pm)	District of Cuartero
<b>All Secondary School Heads</b>	June 4, 2021 (8:00 am – 12:00 nn)	Dao NHS
All Public Elementary, Secondary, and Integrated <b>School Teacher-In-Charge</b>	June 4, 2021 (1:00 pm – 5pm)	District of Panitan

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

- 2.1. Assistant Schools Division Superintendent
- 2.2. Chief Education Supervisors, CID and SGOD
- 2.3. Education Program Supervisors
- 2.4. Public Schools District Supervisors/OIC of the District
- 2.5. Senior Education Program Specialists (Planning & Research, HRD, Soc. Mob. and M & E
- 2.6. Attorney III (Legal Services)
- 2.7. Administrative Officer V (Budget)
- 2.8. EPS II-ALS/OIC, Office of Administrative Officer V

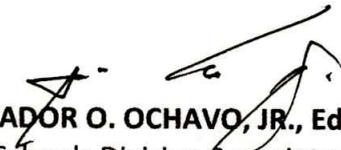
- 2.9. Administrative Officer IV (Personnel)
- 2.10. Administrative Officer IV (Cash)
- 2.11. Administrative Officer IV (Supply)
- 2.12. Administrative Officer IV (Records)
- 2.13. Accountant III
- 2.14. Information Technology Officer I (ICT Services)
- 2.15. Engineer III (Education Facilities)
- 2.16. Div. Medical Officer III
- 2.17. Dentist II
- 2.18. Nurse II
- 2.19. Planning Officer III

3. The Virtual Link (MS Teams): <http://bit.ly/CapDiv1stVManCom>

4. Expenses relative to the conduct of this activity shall be charged against Division HRTD Funds subject to the usual accounting and auditing rules and regulations.

5. It is understood that in the conduct of this activity there shall be no discrimination in the provision of learning and development program on account of age, school, gender, civil status, disability, religion or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.

6. Immediate dissemination of this memorandum is desired.

  
**SALVADOR O. OCHAVO, JR., EdD, CESO V**  
Schools Division Superintendent  
**MAY 25 2021**

NSF/: MANCOM Meeting (Elementary, Secondary & Integrated) -SY 2021-2022