



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

Banica, Roxas City
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July 26, 2021

DIVISION MEMORANDUM

No. 135s. 2021

**2nd 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
Officers In-charge of the Districts
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 – First Congressional District	July 29, 2021 (8:00 am – 12:00 nn)	District of Pontevedra
All Public Elementary and Integrated School Heads – Second Congressional District	July 29, 2021 (1:00 pm – 5pm)	District of Dao
All Secondary School Heads	July 30, 2021 (8:00 am – 12:00 nn)	Dumalag Central NHS
All Public Elementary, Secondary, and Integrated School Teacher-In-Charge	July 30, 2021 (1:00 pm – 5pm)	District of Mambusao West

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/SDOCAPIZJuly2021VirtualMANCOM> .

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

JUL 26 2021

NSF/: MANCOM Meeting (Elementary, Secondary & Integrated) -SY 2021-202