



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

June 13, 2022

**DIVISION MEMORANDUM**

No. 163, s. 2022

**FOURTH VIRTUAL DIVISION MANAGEMENT COMMITTEE  
(MANCOM) MEETING FOR ELEMENTARY, SECONDARY &  
INTEGRATED SCHOOL HEADS**

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

1. This Office will hold the **Fourth Division Management Committee (ManCom) Meeting** on Thursday, June 16, 2022 at 1:00-5:00 P.M.
2. Participants to this meeting are all Public Elementary, Secondary and Integrated School Heads/Teachers-In-Charge. The District of Jamindan is in-charge of the preliminary activities and the record of the minutes of the meeting.
3. School Heads are advised to gather at the district office/conference room to participate in this activity if the connectivity in their respective schools is not reliable. The PSDS/District In-Charge should see to it that all target participants will be able to attend.
4. 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)



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- 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

5. The Virtual Link (MS Teams) to this meeting is <https://bit.ly/3zzAUjO>
6. Expenses relative to the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
7. 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.
8. The conduct of this activity must comply with the minimum health and safety protocol set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH). All participants are required to wear face masks properly at all times.
9. Immediate dissemination of this memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

