



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

August 11, 2025

**DIVISION MEMORANDUM**

No. 367, s. 2025

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM No. 342, S.  
2025 TITLED 2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM)  
MEETING FOR SY 2025-2026**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor-CID  
OIC, Office of the Chief Education Supervisor-SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
Section/Unit Heads  
All Others Concerned

1. Relative to **Division Memorandum No. 342, s. 2025** titled **2<sup>nd</sup> Division Management Committee (Mancom) Meeting for SY 2025-2026**, this office informs the field that the venue of the above activity will be at **Circulo Convention Center**, Pueblo de Panay, Lawaan, Roxas City.
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**

Schools Division Superintendent

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

MEETINGS

PERSONNEL

ORIENTATION

SCHOOLS



Address: Banica, Roxas City  
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**SCHOOLS DIVISION OF CAPIZ**

29 JUL 2025

**DIVISION MEMORANDUM**

No. 342, s. 2025

**2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM)  
MEETING FOR SY 2025-2026**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and  
Integrated Schools

1. This Office will conduct the 2<sup>nd</sup> Division Management Committee (ManCom) Meeting for All Public Elementary, Secondary, and Integrated School Heads for SY 2025-2026 on the following schedules:

<b>District/ School Participants</b>	<b>Date &amp; Time</b>	<b>District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting</b>
1. All Integrated Schools 2. All Secondary Schools 3. All Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon; and ✓ Ivisan	August 14, 2025 (8:00am-5:00pm)	Pilar District
All Elementary Schools in the following districts: ✓ Cuartero ✓ Dao; ✓ Dumalag;	August 15, 2025 (8:00am-5:00pm)	Sigma District



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✓ Dumarao; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapián; ✓ Sigma; ✓ Tapaz East; and ✓ Tapaz West		
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2. The following are the Division Office personnel who are authorized to attend the meeting:

- 2.1. OIC, Office of the Assistant Schools Division Superintendent
- 2.2. Chief Education Supervisors, CID and SGOD
- 2.3. Education Program Supervisors
- 2.4. Public Schools District Supervisors
- 2.5. Senior Education Program Specialists (Planning & Research, Human Resource Development, Social Mobilization & Networking and School Management Monitoring & Evaluation)
- 2.6. Attorney III (Legal Services)
- 2.7. Administrative Officer V (Budget)
- 2.8. Administrative Officer V (Personnel)
- 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. One (1) Dentist II
- 2.18. One (1) Nurse II
- 2.19. Planning Officer III
- 2.20. Education Program Specialist II-HRD
- 2.21. PDO II-DRRM
- 2.22. One (1) PDO I-YF
- 2.23. Five (5) TWG Members/Support Staff

3. A registration fee of Six Hundred Pesos (P600) shall be charged from each participant to cover expenses for one (1) meal (lunch) and two (2) snacks (morning and afternoon). The registration fee and travel expenses shall be charged against School MOOE Funds. Food expenses for the SDO Capiz participants shall be charged against the Division HRTD Funds. All expenses are subject to the usual accounting and auditing rules and regulations.

4. Attached to this Memorandum are the lists of school heads who are expected



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to attend the ManCom as scheduled. See Enclosures 1 and 2.

5. This Memorandum will serve as Authority to Travel for all school heads.
6. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**

Schools Division Superintendent

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

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