



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

02 OCT 2025

DIVISION MEMORANDUM

No. 488, s. 2025

**3rd, 4th and 5th DIVISION MANAGEMENT COMMITTEE
(MANCOM) MEETING FOR SY 2025-2026**

To: 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
Heads of Unit/Section
All Others Concerned

1. This Office will conduct the 3rd, 4th and 5th Division Management Committee Meeting at the venue that will be announced later on the following schedule:

District/School Participants	Date & Time (Indicative dates subject for change)	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Heads of Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon ✓ Ivisan;	October 23, 2025 (8:00am-5:00pm)	Secondary School Heads
Heads of Elementary Schools in the following districts: ✓ Cuartero; ✓ Dao; ✓ Dumalag; ✓ Dumaraao; ✓ Jamindan; ✓ Mambusao East;	October 24, 2025 (8:00am-5:00pm)	Dao District



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Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ

✓ Mambusao West; ✓ Sapijan; ✓ Sigma; ✓ Tapaz East; and ✓ Tapaz West		
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District/School Participants	Date & Time (Indicative dates subject for change & Time)	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Heads of Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon ✓ Ivisan;	November 20, 2025 (8:00am-5:00pm)	Integrated School Heads
Heads of Elementary Schools in the following districts: ✓ Cuartero; ✓ Dao; ✓ Dumalag; ✓ Dumarao; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapijan; ✓ Sigma; ✓ Tapaz East; and ✓ Tapaz West	November 21, 2025 (8:00am-5:00pm)	Jamindan District



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Department of Education
 Region VI - Western Visayas
 SCHOOLS DIVISION OF CAPIZ

District/School Participants	Date & Time (Indicative dates subject for change)	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
<ul style="list-style-type: none"> ✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Heads of Elementary Schools in the following districts: <ul style="list-style-type: none"> ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon ✓ Ivisan; 	December 16, 2025 (8:00am-5:00pm)	Panitan District
<ul style="list-style-type: none"> Heads of Elementary Schools in the following districts: <ul style="list-style-type: none"> ✓ Cuartero; ✓ Dao; ✓ Dumalag; ✓ Dumaraao; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapian; ✓ Sigma; ✓ Tapaz East; and ✓ Tapaz West 	December 17, 2025 (8:00am-5:00pm)	Mambusao East District

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
- 2.5. Senior Education Program Specialists (Planning & Research, HRD and M & E)
- 2.6. Attorney III
- 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)



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- 2.13. Accountant III
- 2.14. Information Technology Officer I
- 2.15. Engineer III (Education Facilities)
- 2.16. 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. Two (2) TWG members

3. For each ManCom meeting, 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 to attend the ManCom as scheduled. See Enclosures 1 and 2.

5. This Memorandum will serve as Authority to Travel for all participants.

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:

MEETINGS

PERSONNEL

ORIENTATION

SCHOOLS