



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

09 JAN 2026

**DIVISION MEMORANDUM**

No. 015, s. 2026

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

To: Assistant Schools Division Superintendent  
OIC, Office of the Chief Education Supervisors  
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 4<sup>th</sup> Division Management Committee Meeting on January 19, 2026. The venue will be announced later.
2. Participants to this meeting are the 54 Secondary School Heads, 26 Integrated School Heads, and 391 Elementary School Heads. The Secondary School Heads are in-charge of the preliminary activities.
3. 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)
  - 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



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- 2.21. PDO II-DRRM  
2.22. ~~Two~~ (2) PDO I-YF  
2.23. ~~Four~~ (4) TWG members

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

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