



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

07 MAY 2026

**DIVISION MEMORANDUM**

No. 186, s. 2026

**5<sup>th</sup> DIVISION MANAGEMENT COMMITTEE  
(MANCOM) MEETING**

To: Assistant Schools Division Superintendent  
OIC-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 5<sup>th</sup> Division Management Committee Meeting on May 21, 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 School Heads from the District of Panitan 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. OIC-Chief Education Supervisors
  - 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



**Address:** Banica, Roxas City  
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- 2.21. PDO II-DRRM
  - 2.22. Two (2) PDO I-YF
  - 2.23. Three (3) TWG members

4. 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.

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



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