



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

May 19, 2026

DIVISION MEMORANDUM

No. 205, s. 2026

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM No. 186,
S. 2026 TITLED 5th 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. Relative to **Division Memorandum No. 186, s. 2026** titled **5th Division Management Committee (Mancom) Meeting**, this office informs the field that the venue of the above activity will be at **Maribert Inland Resort, Lantangan, Pontevedra, Capiz**.
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



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

07 MAY 2026

DIVISION MEMORANDUM

No. 186, s. 2026

**5th 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 5th 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



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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
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