



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

DIVISION MEMORANDUM

No. 434, s. 2026

14 SEP 2026

7th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

To: OIC-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 7th Division Management Committee (ManCom) Meeting for All Public Elementary, Secondary, and Integrated School Heads on the following schedules:

District/ School Participants	Date & Time	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
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	September 24, 2026 (8:00am-5:00pm)	Pilar district
All Elementary Schools in the following districts: ✓ Cuartero ✓ Dao; ✓ Dumalag; ✓ Dumarao; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapián; ✓ Sigma;	September 25, 2026 (8:00am-5:00pm)	Tapaz East district



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✓ Tapaz East; and ✓ Tapaz West		
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2. Participants to this meeting are the 54 Secondary School Heads, 26 Integrated School Heads, and 391 Elementary School Heads.

3. The following are the Division Office personnel who are authorized to attend the meeting:

- 2.1. OIC 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
- 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. Attached to this Memorandum is the list of school heads who are expected to attend the ManCom as scheduled. See Enclosure 1.

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



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7. 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