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

30 OCT 2026

DIVISION MEMORANDUM
No. 558, s. 2026

8th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

To: OIC-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 8th Division Management Committee Meeting on **November 12, 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 Ivisan** are in-charge of the preliminary activities.

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, Human Resource Development, Social Mobilization & Networking, and School Management, Monitoring & Evaluation)
   - 2.6. Attorney III
   - 2.7. Administrative Officer V (Budget)
   - 2.8. Administrative Officer V (Personnel)
   - 2.9. Administrative Officer IV/HRMO
   - 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

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2.20. Education Program Specialist II-HRD
2.21. Education Program Specialist II-Soc. Mob. & Networking
2.22. Education Program Specialist II-SMM & E
2.23. Two (2) Education Program Specialist II-ALS
2.24. PDO II-DRRM
2.25. Two (2) PDO I-YF
2.26. Four (4) TWG members

4. A registration fee of Six Hundred Pesos (PhP600.00) 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.

For the Schools Division Superintendent:

MA. SHARON S. BARRIENTOS
Administrative Officer V
In-Charge of the Division

Encl.: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

MEETINGS PERSONNEL ORIENTATION SCHOOLS