



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Office of the City Schools Division Superintendent

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Division Memorandum No. 350 s. 2016

TO : CID and SGOD Chiefs
Concerned Education Program Supervisors
Chief of Sections
Public Schools District Supervisors
Secondary and Elementary School Heads

FROM : *DS*
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SUBJECT : Agreements Forged During the Division Management Committee Meeting
(MANCOM) on July 7, 2016

DATE : July 8, 2016

Please be reminded of the following items agreed during the Division Management Committee Meeting (MANCOM) held last July 7, 2016 at Nakayama Function Hall, Bataan Street, Digos City:

1. The School Heads should check the entries in the Logbook and Daily Time Record (DTR). Entries reflected in the Logbook should tally with the DTR entries. The Logbook Officer will close the logbook at 7:30 in the morning and 1:00 in the afternoon.
2. Submission by the School Heads of the List of Teachers who enrolled for Masteral and Doctoral studies with/without Study Permit and List of Teachers with Part-Time Teaching Job using the template below:

| List of Teachers Who Enrolled in Masteral and Doctoral Studies | | | | |
|--|--------------|-----------------|----------------|---|
| Name of Teacher | Date Started | Course Enrolled | Name of School | Remarks (with permit/without permit) |
| | | | | |
| | | | | |

| List of Teachers With Part-Time Teaching Job | | | |
|--|--------------|----------------|---|
| Name of Teacher | Date Started | Name of School | Remarks (with permit/without permit) |
| | | | |
| | | | |

3. Planting of One hundred (100) Malunggay Trees in every school.
4. Submission of justification for the decrease in enrolment.

For information, guidance and compliance.

DepEd Schools Division Office

RELEASED 5844

Date: JUL 11 2016 TIME: 2:56

By: *[Signature]*