DIVISION MEMORANDUM
NO. 255, s.2017

MANAGEMENT COMMITTEE (MANCOM) MEETING

To:
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Elementary & Secondary/SHS School Heads including the SICs/OICs of
Extension Classes and Annexes
DiCNHS Department Heads
All Other SDO Personnel

1. To address the different concerns and issues of this division, this office will conduct a
Management Committee (MANCOM) Meeting on May 2, 2017 (Tuesday).
2. The registration fee and the venue shall be announced in subsequent memorandum.
3. The participants of this meeting are: Division Chiefs, Public Schools District Supervisors,
   Education Program Supervisors, Senior Education Program Specialists, Division Heads of
   Sections (AO-V, AO-IV-HR, Cashier, Budget Officer, Accountant, Supply Officer and
   Records Officer), Planning Officer, PDO-DRRM, Division Engineer, Health & Nutrition-
   Head, Elementary & Secondary/SHS School Heads including the SICs/OICs of Extension
   Classes and DiCNHS Department Heads. In addition, all other SDO Personnel are expected
   to join in the afternoon’s activity.
4. The conference proper will start at 8:00 AM. Moreover, the participants are encouraged to
   wear Sunday’s Best/ Casual Attire.
5. The registration fee per participant and the travel expenses shall be chargeable against School
   MOOE/local funds subject to the usual accounting and auditing rules and regulations.
6. The following shall present a 3-5-minute production number:
   a. Mt. Apo District School Heads and PSDSs
   b. Occidental District School Heads and PSDSs
   c. Oriental District School Heads and PSDSs
   d. Secondary School Heads
   e. Selected SDO Personnel
7. For information, guidance and immediate dissemination.

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

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