DIVISION MEMORANDUM
No. D7, s.2020

February 26, 2020

MANAGEMENT COMMITTEE (MANCOM) MEETING

To: ASDS
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists II
Heads of Sections (AO-V, AO-IV-HR, Cashier, Budget Officer, Accountant, Property
Officer and Records Officer)
ITO
Planning Officer
Education Program Specialists II
PDO II-DRRM
PDO I-YFP
Division Engineer
Guidance
Health & Nutrition-Head
Elementary & Secondary/SHS School Heads including the SICs/OICs of
Extension and Annexes Classes
DiCNHS Department Heads

1. The field is hereby informed of the Management Committee (MANCOM) Meeting on
March 4, 2020 (Wednesday) at a venue to be announced later.

2. Meal, snacks, travel expenses and incidental of the participants shall be charged to
Division/School MOOE subject to the usual accounting and auditing rules and regulations.

3. Wide and immediate dissemination of this Memorandum is earnestly desired.

CRISTY C. EPE, CESE
Schools Division Superintendent

For and in the absence of the SDS:

SOLLIE B. OLIVER, JD. MATE
Chief ES SGOD
Officer-In-Charge

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