




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 120, s. 2015

TO : Assistant Schools Division Superintendents
Education Program Supervisors and Coordinators
District Heads
School Principals, Head Teachers and Teacher Leaders
Both Public and Private Elementary and Secondary Schools

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : 8th REGULAR MANAGEMENT COMMITTEE (MANCOM)
MEETING

DATE : April 7, 2015

1. The Department of Education-Division of Sarangani will hold its 8th Regular **MANAGEMENT COMMITTEE (MANCOM) MEETING** on April 10, 2015, 8 A. M. at **Venue 88** (formerly Arnevels Restaurant), Mabuhay Road, General Santos City. This MANCOM is hosted by Kinam National High School c/o Jennifer Dela Sierra. The Division co-host is SDS/ASDS Offices.
2. The agenda of the meeting are as follows:
 - a. Year-End Reports,
 - b. Summer Activities, and
 - c. Others
3. The participants to this activity are **Assistant Superintendents, Education Program Supervisors and Coordinators, District Heads, School Principals, Head Teachers and Teacher leaders, both public and private Elementary and Secondary Schools.**
4. The host school head is asked to read the minutes of the previous meeting before the MANCOM proper (c/o Mrs. Delia Cornejo). For this MANCOM, the district head is advised to assign a school head to take the minutes of the said meeting and to be read in the next MANCOM. The host school is also requested to prepare a short program. Attendance is a must. Attire is smart casual.
5. A registration fee of Four Hundred Fifty Pesos (Php 450.00) shall be collected from each participant to defray expenses for meals and snacks. The registration fee and travelling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.