



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



**Division Memorandum**  
**No. 288 , s.2014**

**TO :** **Assistant Schools Division Superintendents**  
**Education Program Supervisors and Coordinators**  
**District Heads**  
**School Heads (with Principal Items)**  
**Head Teachers**  
**Both Public Elementary and Secondary Schools**

**FROM :**   
**ISAGANI S. DELA CRUZ**  
Schools Division Superintendent

**SUBJECT :** **3<sup>rd</sup> REGULAR MANAGEMENT COMMITTEE**  
**MEETING (MANCOM)**

**DATE :** **September 2, 2014**

1. Please be informed that our **3<sup>rd</sup> Regular MANAGEMENT COMMITTEE MEETING (MANCOM)** shall be on **September 12, 2014** at **Lun Padidu National High School, Malapatan, Sarangani Province**.
2. The participants to this activity are **Assistant Superintendents, Education Program Supervisors and Coordinators, District Heads, School Heads (with principal items) Head Teachers both Elementary and Secondary Schools**.
3. The said meeting shall have the different updates:
  - A .Regional Integrated Competitions– Donna S. Panes, Chief CID /OIC ASDS
  - B. School Governance and Operations Division- Ma. Shirley M. Cardinal, OIC Chief SGOD
  - C. Assistant Schools Division Superintendent's Office- Diosdado F. Ablanido
  - D. Schools Division Superintendent's Office- Isagani S. Dela Cruz
  - E. Result / Feedback DIC- Rebecca L. Gregorio
  - F. Provincial Meet- Eddie Nabor
  - G. Others
4. The host school head is asked to read the minutes of the previous meeting before the MANCOM proper (c/o Mrs. Adelaida Alicarte). For this MANCOM, district head is advised to assign a school head to take the minutes of the said meeting and to be read the next MANCOM. Submission of the minutes of the meeting shall be two weeks after the conduct of the MANCOM. The said minutes shall be submitted to the office of Curriculum Implementation Division (CID) c/o Donna S. Panes .
5. The host school is also asked to prepare a short program .Attendance is a must. Attire must be smart casual.
6. A registration fee of Two Hundred Pesos (₱ 200.00) shall be collected from each participant to defray expenses for meals and snacks.The registration fee



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and travelling expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum is desired.