



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



Division Memorandum
No. 04, s. 2015

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

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **6th DIVISION REGULAR MANAGEMENT COMMITTEE MEETING (MANCOM)**

DATE : **January 7, 2015**

1. This is to inform you that our 6th Division Regular **MANAGEMENT COMMITTEE MEETING (MANCOM)** will be on **January 16, 2015** at **Malungon Municipal Gymnasium, Malungon Sarangani Province**. Host is Malungon Central Elementary School and the division co-host is Curriculum Implementation Division (CID) office.
2. The participants to this activity are **Assistant Schools Division Superintendent, Education Program Supervisors and Coordinators, District Heads, School Heads, Teacher Leaders and Head Teachers both Elementary and Secondary Schools**.
3. The said meeting shall have the different updates:
 - A. Curriculum and Implementation Division– Donna S. Panes, Chief /OIC ASDS
 - B. School Governance Operation Division- Ma. Shirley M. Cardinal, Chief SGOD
 - C. Assistant Schools Division Superintendent's Office- Diosdado F. Ablanido
 - D. Schools Division Superintendent's Office- Isagani S. Dela Cruz
 - E. Early Enrolment- Garelene Agnes Dona-al
 - F. Year-end Evaluation on the financial status/utilization of funds in the following:
 - IPED
 - Internet Connectivity
 - Kinder
 - Multi-grade
 - Abot-Alam
 - Madrasah
 - SPED
 - SBM
 - G. Accountant update
 - H. Others



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4. The host school head or the district head of the previous Mancom is asked to read the minutes of the meeting before the MANCOM proper (c/o Glenda Morales). 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 at the next MANCOM. The host school is also asked to prepare a short program. Attendance is a must. Attire must be smart casual.
5. 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 and travelling expenses of the participants shall be charged against local funds subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.