



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



Division Memorandum
No. 424, s. 2014

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

FROM : 
ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent

SUBJECT : **5th REGULAR MANAGEMENT COMMITTEE MEETING
(MANCOM)**

DATE : November 25, 2014

1. The Department of Education–Division of Sarangani will conduct its **5th Regular MANAGEMENT COMMITTEE MEETING (MANCOM) on November 27, 2014 to be hosted by Alabel Central Integrated SPED Center, Alabel, Sarangani Province.** The division co-hosts are **ALS and Supply Offices.**
2. The participants to this activity are Assistant Superintendents, Education Program Supervisors and Coordinators, District Heads, School Heads, Head Teachers and Teacher Leaders in all Public and Private both Elementary and Secondary Schools.
3. The said meeting shall have the following agenda and discussants:
 - a. Abot-Alam Norma J. Obogon
 - b. Christmas Party Isagani S. Dela Cruz, SDS
 - c. PESPA/DAPSHII Convention Glenda Morales and German Piamonte
 - d. Anti-Bullying Campaign Analiza Domingo/Irma May G. Dinasas
 - e. Rationalization Isagani S. Dela Cruz, SDS
 - f. Others
4. The previous host school head is asked to read the minutes of the previous meeting before the MANCOM proper (c/o Jorge D. Liansing). For this MANCOM, the district head is advised to assign a school head to take the minutes of the meeting which will be read in the next MANCOM. The minutes of the meeting shall be submitted to the office of Curriculum and Instruction Division (CID) c/o Donna S. Panes two weeks after the conduct of the MANCOM.
5. The host school is also asked to prepare a short program. Attendance is strictly enjoined. The participants are required to wear Division uniform/ 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 and travelling expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.