




Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
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**Division Memorandum**  
No. 217, s.2013

**To** : Education Program Supervisors and Coordinators  
Division Section Heads, District Heads, School Heads  
Both Public Elementary and Secondary Schools

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

**Subject** : 3rd Division Management Committee (MANCOM) Meeting  
cum Retirement Program of OIC-RD Ma. Rosa C. Gutierrez

**Date** : August 12, 2013

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1. This is to inform the field that we will have our **3rd Division Management Committee Meeting (MANCOM) cum Tribute to the DepEd Region-XII, OIC- Regional Director Ma. Rosa C. Gutierrez, CESO VI on August 20, 2013 at Green Leaf Hotel near SM City Mall, General Santos City.**
2. Participants to this occasion are Education Program Supervisors and Coordinators, Division Section Heads, District Heads and School Heads (Principals and Teacher Leaders) of both public elementary and secondary schools.
3. The MANCOM will start at exactly 1:00 p.m. to 4:00 p.m. while the tribute for OIC-RD Gutierrez will commence at 5:00 p.m. up to 10:00 p.m.
4. The host of the said activity is Glan School of Arts and Trade (GSAT).
5. The Tribute to RD is a formal event, thus, dress code shall be observed strictly. Ladies shall wear evening gowns, while men must be in their tuxedos or coat and tie. During the MANCOM smart casual dress may be worn.
6. There shall be one (1) creative presentation of District Heads and School Heads (both elementary and secondary) per municipality. Each presentation must be not more than 7 minutes.
7. A registration fee of Seven Hundred Fifty Pesos (Php 750.00) shall be collected from the participants to defray expenses for this activity which shall be chargeable against local funds subject to proper accounting and auditing rules and regulations to be deducted from the regular MOOE this month of September.
8. Immediate dissemination of this Memorandum is desired.