

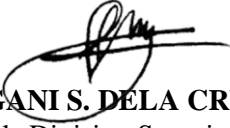


Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
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Division Memorandum No. 276, 2013

TO : OIC-Assistant Schools Division Superintendents
ALL Education Program Supervisors and Coordinators
ALL District Heads
ALL Central Schools Principals
ALL Secondary School Heads

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : 4th REGULAR MANAGEMENT COMMITTEE (MANCOM) MEETING

DATE : September 18, 2013

1. This is to inform the field that the 4th Regular **MANAGEMENT COMMITTEE (MANCOM) MEETING** will be held on September 23, 2013 at Consolacion Integrated School, Malungon, Sarangani Province.

Agenda of the meeting are as follows:

- a. Division Teachers' Day
 - b. Regional World Teachers' Day celebration
 - c. Division Integrated Competitions
 - d. Finalization of Provincial School Board Teachers
 - f. Others
2. The participants to this activity are **Assistant Superintendents, Education Program Supervisors and Coordinators, District Heads, Central Schools Principals and Secondary School Administrators.**
 3. The host district head is advised to assign a school head to take the minutes of the said meeting and to be submitted to the ASDS office a week after the MANCOM.
 4. A registration fee of Two Hundred Pesos (php200.00) shall be collected from each participant to defray expenses on meals and snacks. The registration fee and travelling expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and procedures. The host school is asked to prepare a short program. Attendance is a **MUST**.
 5. Immediate dissemination of this Memorandum is desired.

Enclosure no. 1



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**MANAGEMENT COMMITTEE (MANCOM) MEETING
SCHEDULE, HOSTS, AND VENUES
SY 2013-2014**

Month	Numerical Order	Host	Co-Host
June (Special MANCOM)	1 st		
July	2 nd	Datu Mulod IS	SDS ,Physical Facilities
August	3 rd	GSAT	ASDS, ALS
September	4 th	Consolacion IS	KRT 1,4,5
October	5 th	Alabel SPED Center IS	KRT 3
November	6 th	Malalag CES	Accounting and Finance
December	7 th	Pulatana ES	Records and Supply
January	8 th	Hadji Musa IS	Administrative and Planning
February	9 th	Tuyan ES	KRT 1,2,4 and 5
March	10 th	Tokawal NHS	Nurses
April	11 th	Malalag Cogon NHS	SDS Office
May	12 th	Alabel NSHS	ASDS