




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



Division Memorandum
No. 359, s.2013

TO : OIC-Assistant Schools Division Superintendents
Education Program Supervisors and Coordinators
District Heads
School Principals and Teacher Leaders
Both Elementary and Secondary Schools

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : 6th REGULAR MANAGEMENT COMMITTEE (MANCOM)
MEETING

DATE : November 18, 2013

1. The Department of Education- Division of Sarangani will hold its 6th Regular **MANAGEMENT COMMITTEE (MANCOM) MEETING** on November 22, 2013 at Malalag Central Elementary School, Maitum, Sarangani Province.

Agenda of the meeting are as follows:

- a.. RAT Plan
 - b. NAT Preparation
 - c. Strengthening Team Supervision
 - d. Tracking of Completion/ Drop-out Rate
 - e. Piso sa Puso
 - f. Others
2. The participants to this activity are **Assistant Superintendents, Education Program Supervisors and Coordinators, District Heads, School Principals and Teacher leaders both Elementary and Secondary Schools.**
 3. District heads and school heads who were not able to submit the “Piso sa Puso contribution are asked to bring the collected amount during the MANCOM.
 4. 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. The host school is also asked to prepare a short program. Attendance is a must.
 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 the usual accounting and auditing rules and regulations.
 6. Immediate dissemination of this Memorandum is desired.