




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



Division Memorandum
No. 388, s.2013

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

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : 7th REGULAR MANAGEMENT COMMITTEE (MANCOM)
MEETING

DATE : December 10, 2013

1. The Department of Education- Division of Sarangani will hold its 7th Regular **MANAGEMENT COMMITTEE (MANCOM) MEETING** on December 23, 2013 at Pulatana Elementary School. The division co-hosts are Records and Supply sections.

Agenda of the meeting are as follows:

- a. RAT Plan Implementation
 - b. Result of Team Supervision
 - c. RMePa
 - d. Others
2. The participants to this activity are **Assistant Superintendents, Education Program Supervisors and Coordinators, District Heads, Central School Principals and Secondary Schools 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. 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. The attire during this activity will be casual.
7. Immediate dissemination of this Memorandum is desired.