



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



Division Memorandum
No. 44, s. 2014

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 : 8th REGULAR MANAGEMENT COMMITTEE (MANCOM)
MEETING

DATE : January 27, 2014

1. This is to inform the field that **the 8th Regular MANAGEMENT COMMITTEE (MANCOM) MEETING** will be held on **February 5, 2014** at Hadji Musa Integrated School, North Glan District, Glan, Sarangani Province.

Agenda of the meeting are as follows:

- a. SOCCSKSARGEN Regional Athletic Association (SRAA) on February 11-15, 2014
- b. Unified Calendar of Activities SY2014-2014
- c. SBB – “Reading is Learning”
- d. SHS Final Plan
- e. Forms to be submitted at the end of School Year
- f. Submission of list of Grade 3 and Grade 9 Teachers
- g. ADM (Kinder, Elementary and Secondary)
- h. Feedback on Test Items
- i. Team Supervision Report
- j. Others

2. The participants to this activity are **Assistant Schools Division Superintendent,**



Integrity-Professionalism, Efficiency, Accountability, Commitment, Equity



“Ang batang Sarangan, dapat nasa paaralan.”

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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.



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