



DIVISION MEMORANDUM

No. 319, s. 2018

To: All Division Section Heads  
All Education Program Supervisors and District Supervisor  
All Public Elementary and Secondary Schools Heads  
This Division

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
OIC, Schools Division Superintendent

Subject: 4<sup>th</sup> Management Committee Meeting

Date: October 15, 2018

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1. Please be informed of the 4<sup>th</sup> Management Committee Meeting on October 19, 2018, venue shall be announced later.
  2. Participants to this meeting are directed to:
    - A. Be at the venue before 7:30A.M. for the registration. Mancom Meeting shall start at exactly 8:00A.M.
    - B. Wear smart casual as outfit of the day.
  3. For information and compliance.