



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

02 Jan 2020

DIVISION MEMORANDUM
No. 001, s. 2020

1st DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the conduct of 1st Division Management Committee Meeting (MANCOM) for CY 2020 on January 3 at Ellarina Technical Institute, Zone 11, Poblacion, Laguindingan, Misamis Oriental from 8:00 A.M. to 5:00 P.M.
2. The Management Committee Meeting aims to ensure an effective and systematic school governance and operations.
3. Participants of the activity are the Unit/Section Heads, Education Program Supervisors, Executive Committee (EXECOM) members and School Heads, are advised to wear their appropriate **business attire**.
4. Meals and Snacks of participants relative to this activity shall be charged to local funds. Likewise, transportation expenses of participants shall be charged against School MOOE/available local funds subject to the usual accounting and auditing rules and regulations. This memorandum also serves as Authority to Travel.
5. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD., CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

MEETING MONITORING AND EVALUATION

OSDS/JML



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