



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

November 6, 2020

DIVISION MEMORANDUM

No. 280, s. 2020

DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

To: Asst. Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
This Division

1. In line with the Department's mandate to ensure good governance, this Office will hold its Division Management Committee (MANCOM) Meeting on Wednesday, **November 11, 2020**, from 8:00 – 5:00 p.m. at McDonalds, PSB, El Salvador City.
2. Participants to this activity are the Executive Committee (EXECOM) members and School Heads (*Please see the attached List of Participants*). Further, all participants are advised to wear business attire.
3. Meals expenses relative to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. This Memorandum shall serve as the Authority to Travel of the participants.
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



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Enclosure 1. List of Participants

PARTICIPANTS	QUANTITY
School Heads <ul style="list-style-type: none">• Elementary 16• JHS 8• SHS 3	27
SGOD <ul style="list-style-type: none">• Chief Education Supervisor• Medical Officer III• Planning Officer III• SEPS SMME• EPS II SMME• SEPS HRD• EPS II HRD• Project Engineer <i>Note: PO III and EPS HRD are included in the SHS School Heads</i>	6
CID <ul style="list-style-type: none">• Chief Education Supervisor• Education Program Supervisor• ALS EPS	12
Office of the Schools Division Superintendent: <ul style="list-style-type: none">• SDS• ASDS• AO V• Accountant• Budget Officer• Cashier• ITO I• HRMO II• Supply Officer	9
Secretariat: Jenice Mae N. Lolo, Eulita M. Castillo, Gerlissa Kristi R. Amoguis	3
Medical Responders: Vanessa Prores L. Tiad, RN and Franz Maybelle M. Gaid, RN	2
Total	59



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