



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

February 16, 2021


DIVISION MEMORANDUM

No. 049, s. 2021

1st 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 **Tuesday, February 24, 2021, 8:00-12noon** McDonalds, PSB El Salvador City.
2. Participants to this activity are the Executive Committee (EXECOM) members and School Heads. Further, all participants are advised to wear business attire. (Please see the enclosed list of participants).
3. Meals and transportation 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

To be included in the Perpetual Index:

MANCOM Meeting



Address: Zone 3, Poblacion, El Salvador City
Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



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List of Participants

Participants	Quantity
OSDS: SDS, ASDS, AO V, HRMO II	4
Chiefs: CID and SGOD	2
SGOD Personnel: <ul style="list-style-type: none">• SMME SEPS and EPS II• Planning Officer III• HRD SEPS and EPS II• Medical Officer and Nurse (1)• PDO 1	8
ALS Education Program Specialist	1
EPS LRMDS	1
School Heads – Elementary School	15
School Head – Integrated School	1
School Heads – Junior High School	8
School Heads – Senior High School	1
TWG: <ul style="list-style-type: none">• Eulita M. Castillo• Jenice Mae N. Lolo• Shena Baculio	3
Total No. of Participants	44

