



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

**Office of the
Schools Division Superintendent**

19 May 2022

DIVISION MEMORANDUM
No. 24, s. 2022

2nd MANAGEMENT COMMITTEE (MANCOM) MEETING

To: **OIC-Asst. Schools Division Superintendent**
Section/Unit Heads
EXECOM Members
All Public Elementary School Head
All Public Secondary School Head
All Others Concerned
This Division

1. To ensure efficient and systematic conduct of Programs, Activities, and Projects (PAPs), the Office announces the conduct of the Management Committee (MANCOM) Meeting on May 24, 2022 (8:30 AM-5:00 PM) at Cogon National High School, El Salvador City.
2. The activity aims to cover the following:
 - a. updates and accomplishments of each section/unit;
 - b. plans and forthcoming activities for the 4th quarter;
 - c. yearend rites and other needed form/documents to be accomplished;
 - d. implementation of the enhanced Induction Program for Beginning Teachers (IPBT)
3. Further, the following are the expected participants of the aforementioned activity:
 - a. School Heads
 - b. Section/Unit Heads
 - c. Executive Committee (EXECOM) members
 - d. Education Program Supervisors
 - e. Secretariat/Technical Working Group





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4. Everyone is enjoined to observe health protocols and safety guidelines specified by the Inter-Agency Task Force (IATF).
5. Moreover, this activity shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. For dissemination, guidance, and strict compliance.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

SGOD/KRAS/hrd

MANCOM

