



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

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**Office of the  
Schools Division Superintendent**

18 January 2023

DIVISION MEMORANDUM  
No. 026, s. 2023

**1<sup>st</sup> MANAGEMENT COMMITTEE (MANCOM) MEETING FOR CY 2023**

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

1. To ensure an efficient and systematic conduct of Programs, Activities and Projects (PAPs), the Office announces the conduct of the 1<sup>st</sup> Management Committee (MANCOM) Meeting for CY 2023 on **January 24** (8:00 a.m.-5:00 p.m.) at the Audio-Visual Room of El Salvador City Hall, El Salvador City, Misamis Oriental. ✓
2. The activity aims to cover the following:
  - a. updates and accomplishment of each section/unit,
  - b. preparation for the crafting of the School Improvement Plan (SIP),
  - c. important concerns for the early registration, and
  - d. forthcoming sports activities.
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/Medical Responder





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4. Everyone is enjoined to observe health protocols and safety guidelines specified by the Inter-Agency Task Force (IATF).
5. Further, this memorandum also serves as the **Official Authority to Travel** of all identified participants.
6. This activity shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol 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.
7. 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                      1<sup>st</sup> MANCOM

CY 2023

