



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**

1 September 2023

DIVISION MEMORANDUM  
No. 304, s. 2023

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR  
3<sup>RD</sup> QUARTER CUM PERFORMANCE PLANNING AND COMMITMENT**

To: **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 efficiently discharge the Department's mandate in providing quality, accessible, equitable and relevant basic education and ensure an efficient and systematic conduct of Programs, Activities and Projects (PAPs), the Office announces the conduct of the Division Management Committee (MANCOM) Meeting for 3<sup>rd</sup> Quarter cum Performance Planning and Commitment on **September 7** (8:00 a.m.-5:00 p.m.) at Country Village Hotel, Carmen, Cagayan de Oro City.
2. The activity aims to cover the following sessions:
  - a. guidelines on Physical Facilities,
  - b. Instructional Supervision,
  - c. Performance Planning and Commitment for School Leaders,
  - d. updates and accomplishments of each section/unit.

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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
4. This memorandum also serves as the **Official Authority to Travel** of all the identified participants.
5. 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.
6. For dissemination, guidance and strict compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent



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

SGOD/KRAS/hrd

MANCOM

3<sup>rd</sup> QUARTER

CY 2023

