



Republic of the Philippines  
**Department of Education**  
 Region VIII



**SCHOOLS DIVISION OFFICE OF CATBALOGAN CITY**

July 23, 2018

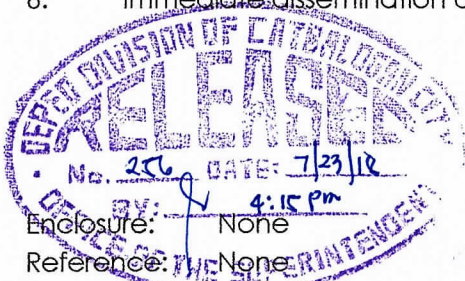
**DIVISION MEMORANDUM**

NO. 256, s. 2018

**TO: Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Section Chiefs, City Division Office**

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
 OF ELEMENTARY AND SECONDARY SCHOOL ADMINISTRATORS**

1. The Division Management Committee (MANCOM) Meeting for Elementary and Secondary School Administrators will be held on July 26, 2018. The venue will be announced later.
2. The agenda of this MANCOM are the following:
  - a. Redistricting of Schools
  - b. Conduct of Quarterly Portfolio Day
  - c. School Report Card Updating
  - d. 2<sup>nd</sup> Quarter DMEA Report
  - e. CIP Updates
  - f. Other Matters
3. The host of the MANCOM Meeting is Guinsorongan NHS, EVRSHS and Pangdan NHS.
4. A registration fee of SEVEN HUNDRED PESOS (₱ 700.00) shall be collected from the participants to defray expenses for the catering services for lunch and snacks, materials and other incidental expenses relative to the conduct of the activity which shall be charged to local/MOOE funds subject to the usual accounting and auditing rules and regulations.
5. Attendance to this MANCOM is compulsory.
6. Immediate dissemination of this Memorandum is desired.



for  
**CRISTITO A. ECO, CESO V**  
 Schools Division Superintendent

Enclosure: None  
 Reference: None  
 Allotment: 2-3 (D.O. 50-97)

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

**ADMINISTRATORS                      MANCOM                      ELEMENTARY                      SECONDARY**



**BuNGKARAS** - Building New Generation Knowledge and Attitudes by Raising Advanced and Innovative School Leaders  
 "Ulerato nga maabtik DepEd nga makarati!" (Empowered and Innovative leadership results to dynamic DepEd)

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