



September 6, 2018

**DIVISION MEMORANDUM**

No. 315, s. 2018

**TO:** Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads, Public and Private  
Unit Heads

**2018 5<sup>th</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
OF ELEMENTARY AND SECONDARY SCHOOL ADMINISTRATORS cum INSTALLATION RITES  
OF INCOMING SCHOOLS DIVISION SUPERINTENDENT OF CATBALOGAN CITY DIVISION**

1. The 2018 Division Management Committee (MANCOM) Meeting for Elementary and Secondary School Administrators cum Installation Rites of the Incoming Schools Division Superintendent of Catbalogan City Division shall be held on September 10, 2018. The venue for the said activity is at M Grand Royale Resort, Executive Heights Subdivision, Catbalogan City, Samar
2. The agenda of the MANCOM meeting are the following:
  - a. School Sports Program
  - b. Conduct of District and Division Meets
  - c. Implementation of Re-districting Program
  - d. Updates on School Banner Projects
  - e. Deployment of Teachers (Regular and ALS)
  - f. Updates on PHILIRI Implementation
  - g. Other Matters
3. Participants to this MANCOM meeting are the Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Public and Private Elementary and Secondary School Heads, and Unit Heads.
4. The host of this MANCOM meeting is Catbalogan I District.
5. A registration fee of ONE THOUSAND THREE HUNDRED FIFTY (P1,350.00) shall be collected from the participants to defray expenses for the catering services for lunch 2 snacks, and dinner. Materials and other incidental expenses relative to the conduct of the activity shall be charged to school MOOE and division MOOE funds subject to the usual accounting and auditing rules and regulations.
6. Attendance to this MANCOM is compulsory.
7. Immediate dissemination of this Memorandum is enjoined.

**CRISTINO A. ECO, CESO VI**  
Schools Division Superintendent

Enclosure: Working Committees

Reference: None

Allotment: 1-2-3 (D.O. 50-97)

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

**ADMINISTRATORS**

**MANCOM**

**ELEMENTARY**

**SECONDARY**



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**Working Committee**

**Accommodation/Venue/Stage Preparation Committee**

Chairman: Dr. Carmen R. Lim

Members:

1. Reynaldo P. Cañedo
2. Elpidio S. Palacio Jr.
3. Catbalogan I CES Teachers

**Food and Refreshment Committee**

Chairman: Cecilia C. Llever

Members:

1. Rowena D. Aban
2. Alfredo S. Lontes

**Program/Invitation Committee**

Chairman: Rowena D. Aban

Members:

1. All SHs of Catbalogan I District

**Operations Committee/Technical Committee (Audio/Video Set-up)**

Chairman: Abe Joy S. Cabero

Members:

1. Jose Marie E. Baculi
2. Dennis Flores

**Documentation Committee**

Chairman: Ronian T. Jabon

**Leighs/Usher/Usherettes Committee**

Chairman: Cecilia C. Llever

Members:

1. Dr. Carmen R. Lim
2. Rowena D. Aban
3. Reynaldo P. Cañedo
4. Alfredo S. Lontes
5. Catbalogan I CES Teachers

**Master of Ceremony (Installation Rites)**

1. Dr. Ma. Linda S. Legarse
2. Darwin P. Dillague