



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



DIVISION MEMORANDUM
No. 17, s. 2016

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OFFICE OF THE DIVISION SUPERINTENDENT
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TO : SDO Chiefs
Education Program Supervisors I
Public Schools District Supervisors
Elementary/Secondary School Heads
SDO Unit Heads
Education Program Specialists II
Senior Education Program Specialists

By Authority of the SDS:

FROM: *Bernie C. Despabiladero*
BERNIE C. DESPABILADERO
Assistant Schools Division Superintendent
Officer In-Charge

SUBJECT : 1ST REGULAR DIVISION MANCOM MEETING

DATE : February 16, 2016

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1. In line with the DepEd's thrusts that school leaders and managers be updated with the recent guidelines and policies, this Office announces the 1st Regular Division MANCOM Meeting on **February 24, 2016**, at the Catanduanes National High School Auditorium from 8:00 a.m. to 5:00 p.m.
 2. Expected participants are the following : SDO Chiefs, Education Program Supervisors I, Public Schools District Supervisors, Elementary/Secondary School Heads, SDO Unit Heads, Education Program Specialist II and Senior Education Program Specialists. No proxy shall be allowed.
 3. A registration fee of Two Hundred Fifty Pesos (Php 250.00) shall be charged to cover 2 snacks and 1 lunch. The school heads of the implementing units shall pay the registration fee in cash for the issuance of official receipt. Travel, registration fee and incidental expenses shall be charged against school's MOOE/local funds subject to the usual accounting and auditing rules and regulations.
 4. Immediate and wide dissemination of this Memorandum is earnestly enjoined.