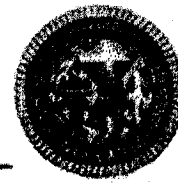





Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM

TO : Chiefs, Curriculum Implementation Division (CID) &
School Governance & Operation Division (SGOD)
Education Program Supervisors/ Specialists
Public Schools District Supervisors
Senior Education Program Specialists
Program Development Officers
Elementary and Secondary School Heads
Unit Heads (Division Office)

FROM : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: 4th REGULAR DIVISION MANCOM MEETING

Date : December 2, 2016


RELEASED

DepEd, Division Office of Catanduanes

RECORDS SECTION

Date: DEC 02 2016

Time: 11:20 P.H.

Initial/Signature: 

- To assess the programs, projects and activities implemented by the Schools Division Office of Catanduanes for Calendar Year 2016, the 4th Regular Division Management Committee Meeting (MANCOM) shall be held on December 20, 2016 at 8:00 o'clock in the morning at the CSU Auditorium, Virac, Catanduanes with the theme: "SDO Catanduanes: One Family in the Spirit of Christmas".
- The following agenda shall be discussed:
 - Programs, Project and Activities conducted for CY 2016
 - Updates
 - Merry Making
 - Others
- The participants are: Chiefs, Curriculum Implementation Division (CID) and School Governance & Operation Division (SGOD), Education Program Supervisors/ Specialists, Public Schools District Supervisors, Senior Education Program Specialists, Program Development Officers, Elementary and Secondary School Heads and Unit Heads (Division Office). Everyone is encouraged to wear a casual attire with a shade of green and red. 100% attendance is requested.
- In commemoration with the birth of our savior Jesus Christ, merry making shall be done in the afternoon of the same date. Participants are advised to bring a gift with an amount of not less than five hundred pesos on a voluntary basis. Mrs. Eva S. Tolentino, Administrative Officer V is the person-in-charge for the exchange gift.
- A registration of Php 200.00 shall be charged to each participant to cover morning snack and lunch, while food for the ^{PM} snack and dinner shall be brought by the participants per municipality together with the SDO Personnel. Travel and other incidental expenses relative to this are chargeable against local/MOOE funds subject to the usual accounting and auditing rules and regulations. Secondary schools with fiscal autonomy shall pay the same amount. Elementary and other Secondary Schools which are connected with the SDO, said amount shall be deducted from their MOOE.
- For information, guidance and compliance.