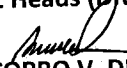




MEMORANDUM

TO : Chiefs, Curriculum Implementation Division (CID) &
School Governance & Operation Division (SGOD)
Education Program Supervisory/ 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 : November 15, 2017

RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION
Date NOV 15 2017
Time: 3:01 P.M.
Initial/Signature: [Signature]

1. To report the accomplishment of the Schools Division Office of Catanduanes for Calendar Year 2017 and to give an updates from the Regional MANCOM, the 4th Regular Division Management Committee Meeting (MANCOM) shall be held on December 18, 2017 at 8:00 o'clock in the morning at the CSU Auditorium, Virac, Catanduanes
2. The following agenda shall be discussed:
 - a) Programs, Project and Activities conducted for CY 2017
 - b) Updates
 - c) Merry Making
 - d) Others
3. Expected to attend are the 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). Participants are encouraged to wear a Christmas inspired. 100% attendance is requested.
4. Each municipality is expected to present a "Christmas Cantata". This will form as a part of the merry making activity, which shall be done in the afternoon of the same date. The presentation is allotted three to five (3-5) minutes only.
5. A registration of Php 350.00 shall be charged to each participant to cover morning snack and lunch, while food for the afternoon 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 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.
6. For information, guidance and compliance.