



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V(Bicol)
SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

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LEASED

Division of Catanduanes

RECORDS SECTION

Date NOV 15 2019

Time: 1:24 PM

Initial/Signature: [Signature]

Division Memorandum No. 424 s. 2019

To : Chiefs, SGOD and CID
Unit Heads/ Section Heads
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialist
Planning Officer III
Elementary & Secondary School Heads
(Public and Private)

From : DANLO E. DESPI
Schools Division Superintendent

Subject : **Division Management Committee Meeting of All School Heads in the Elementary, Secondary Schools (Public and Private) and SDO Section/ Unit Heads**

Date : November 15, 2019

1. This is to inform the school heads in the elementary and secondary both in public and private schools, Chiefs, EPSS, PSDSS, Unit and section Heads that there will be a Division Management Committee Meeting (MANCOM) 8:00 A. M. to 5:00 P.M. on the following dates and venue:

- **November 21, 2019** - Elementary School Heads- Bato Central ES
- **November 22, 2019** - Secondary School Heads - Bato Rural DHS
- **November 26, 2019** Private Schools- SDO Hall A

2. Registration fee of Four Hundred pesos (Php 400.00) for meals shall be charged from each participant to be deducted from the School MOOE. while, participants from Private schools shall pay the said amount upon registration. Likewise, registration fee of SDO personnel shall be charged from HRTD fund subject to the existing accounting and auditing rules and regulations.

3. Prompt dissemination of this memorandum is highly enjoined.