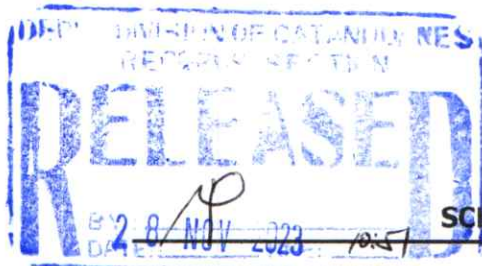




Republic of the Philippines  
Department of Education  
Region V – Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES



November 28, 2023

**DIVISION MEMORANDUM**


DM no. 304 s. 2023

**7<sup>th</sup> REGULAR MOBILE DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors/ In-Charge of the Districts  
Public Elementary and Secondary School Heads  
Division Executive Committee (DEXECOM)  
All Others Concerned

1. The 7<sup>th</sup> Regular Mobile Division Management Committee (MANCOM) Meeting shall be held on December 20, 2023 from 8:00 o'clock in the morning onwards at Bato Rural Development High School.
2. The agenda are the following:
  - a. Disseminate information and discuss DepEd issuances, updates from the Regional MANCOM;
  - b. Updates from OSDs, CID, SGOD and
  - c. Other Matters
3. The attendees to this MANCOM Meeting are the Schools Division Superintendent, Assistant Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors of CID and SGOD, Public Schools District Supervisors, Elementary and Secondary School Heads, DEXECOM Members, Engineer III, Medical Officer III, Senior Education Program Specialists, Planning Officer III, and identified support staff. Attendees are encouraged to wear **Christmas inspired attire**. Be guided with the Christmas color for the attire by zone.
  - Zone I – Blue
  - Zone II – Yellow/Golden
  - Zone III – Red
  - Zone IV - Green
4. Transportation expenses and a registration fee of Six hundred pesos (Php 600.00) shall be charged each participant to cover two snacks and lunch, charged to school/Division MOOE/local funds subject to the usual accounting and auditing rules and regulations.
5. All elementary and secondary school heads will register on-site and pay the amount of P600.00 to Ms. Liza Bernardo.
6. Widest and immediate dissemination of this Memorandum is desired.

By Authority of Schools Division Superintendent:

  
**ATTY. NORLITO JR. P. AGUNDAY**  
Legal Officer III  
Officer-In-Charge





Republic of the Philippines  
**Department of Education**  
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Enclosure no. 1

## WORKING COMMITTEES

Venue/Decoration/Sound System/Program	Bato East and West Districts c/o Mr. Belen Tapas and Timmy Alcantara
Foods	SDO BAC
Attendance	Eva S. Tolentino Alexa May B. Abundo
Registration	Liza R. Bernardo
Medical	Theresa Abundo Dr. Hidelita Posada
IT	Jennifer B. Metica
Documentation/Certificate/Certificate of Appearance	Jake M. Tablo
Secretariat/Documenter	Marife Brequillo Cherie Perez
Synthesizer	Carol P. Gil