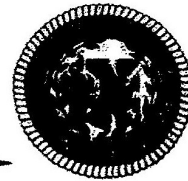





Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**MEMORANDUM**

TO : Education Program Supervisors  
Division Coordinators  
Public Schools District Supervisors  
Heads of Elementary and Secondary Schools  
Section Heads

FROM :  JOSE L. DONCILLO, CESO VI  
Schools Division Superintendent

Date : 21 AUGUST 2014

Subject : **DIVISION MANCOM MEETING**

RECEIVED  
OFFICE OF THE DIVISION SUPERINTENDENT  
DIVISION OF CATANDUANES  
AUG 22 2014  
10:11 AM

1. The 2<sup>nd</sup> Division MANCOM Meeting is scheduled on **28 August 2014** at the Division Office Conference Hall C. 9:00 AM
2. Agenda are as follows:
  - Updates of the Regional Mancom Meeting
  - Kinder Volunteer Teachers
  - Performance Commitment Review Form and other Concerns on RPMS
  - Division Supervision and Monitoring Scheme
  - Evaluation Forms
  - Special Programs
  - Other Matters
3. Registration fee is Three Hundred Pesos ( Php 300.00) which shall be deducted from the school MOOE. Participants from Implementing Units shall pay the registration fee directly to the Cashier who in turn shall issue official receipts. Travel expenses incident to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Attendance of all concerned is enjoined.