




MEMORANDUM

To : Education Program Supervisors
Division Coordinators
Public Schools District Supervisors
Elementary and Secondary School Principals/TICs
Section Heads

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

Date : 8 DECEMBER 2014

Subject: **DIVISION MANCOM MEETING**

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1. The Division MANCOM Meeting is scheduled on December 22, 2014, 8:00AM at Virac Pilot Elementary School.
 2. Registration fee is Two Hundred Fifty Pesos (Php250.00) 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, auditing rules and regulations.
 3. Attendance of all concerned is enjoined.