



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE of KABANKALAN CITY**  
*City of Kabankalan*

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11 DEC 2019

DIVISION MEMORANDUM  
No. 298, s. 2019

**MANAGEMENT COMMITTEE MEETING (MANCOM)**

TO: Asst. Schools Division Superintendent  
CID & SGOD Chiefs  
Administrative Officer V  
Public Schools District Supervisors  
CID Personnel  
SGOD Personnel  
Admin Personnel  
Public Elementary & Secondary School Heads  
All Others Concerned

1. The Schools Division Office of Kabankalan City will conduct the Management Committee Meeting (MANCOM) on December 16, 2019 (8:00 AM – 5:00 PM) at Zaycoland Resort & Hotel, Kabankalan City
2. This activity aims to discuss updates, issues and concerns towards the delivery of educational services among learners and stakeholders.
3. The participants of the said activity are the CID, SGOD, Admin Personnel and Elementary & Secondary School Heads. NO PROXY ALLOWED.
4. Food, accommodation and other operating expenses shall be charged against Division MOOE / local funds subject to usual accounting and auditing rules and regulations
5. For immediate dissemination and compliance.

  
ARNOLD S. MAGDAET  
Administrative Officer V

  
PORTIA M. MALLORCA, PhD, CESO V  
Schools Division Superintendent