




UNNUMBERED MEMORANDUM

TO : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Administrative Officer V  
Public School District Supervisors  
Public Elementary and Secondary School Heads

FROM :   
**ANTHONY H. LIOBET, CESO VI**  
Assistant Schools Division Superintendent  
Officer In Charge  
Office of the Schools Division Superintendent

DATE : January 23, 2017

SUBJECT : **DIVISION MANCOM MEETING**

1. There will be a Division Management Committee (ManCom) Meeting on **January 25, 2017 at the Division Conference Hall from 8:00 am to 5:00 pm.**
2. Participants are the Assistant Schools Division Superintendent, personnel from Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD), Administrative Officer V, Information Technology Officer, Elementary and Secondary School Heads.
3. Lunch and two (2) snacks will be served chargeable against Division INSET Fund subject to usual accounting and auditing rules and regulations.
4. For immediate dissemination and compliance.