



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

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DIVISION MEMORANDUM

No. 262, s. 2018

TO: Asst. Schools Division Superintendent
Administrative Officer V
Implementing Units (IUs) School Heads
Division Accountant and Budget Officer

FROM:  **MA. LORLINIE M. ORTILLO, CESO VI**
Schools Division Superintendent

Date: November 21, 2018

Subject: **Management Committee Meeting (MANCOM)**

1. The Schools Division Office of Kabankalan City will conduct the 11th Management Committee Meeting (MANCOM) on November 21, 2018 at 8:00 AM to 5:00 PM, Zaycoland Hotel & Resort among SDO Personnel, Public Schools District Supervisors, Elementary & Secondary School Heads.
2. The management committee meeting aims to:
 - a. update and discuss SDO issues & concerns
 - b. deliver accomplishments reports and deliverables
3. The participants are the SDO Personnel, Public Schools District Supervisors, Public Elementary and Secondary School Heads.
4. There will be a registration of Php 650.00 per pax to cover food & other expenses that shall be charged to Division MOOE / SCHOOL MOOE, subject to the usual accounting, and auditing rules and regulations.
5. For immediate dissemination and compliance.