



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
Tayum St., Barangay 8, Kabankalan City, Negros Occidental  
Tel. No. (034) 471-2003 • (034) 471-2454



**DIVISION MEMORANDUM**

No. 01 s. 2019

To: Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

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

Date: January 4, 2019

Subject: 1<sup>st</sup> Division Management Committee Meeting (MANCOM) 2019

1. The Schools Division Office of Kabankalan City will conduct the Management Committee Meeting (MANCOM) on January 8, 2018 at the Division Conference Hall. The scheduled time for the elementary school heads will be at 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm for the secondary school heads.
2. The management committee meeting shall take up the ff:
  - a. update on school-year activities
  - b. early enrolment schedule
  - c. preparation of annual report
  - d. orientation on performance review and target setting
3. The participants are the Assistant Schools Division Superintendent, personnel from the Curriculum Implementation Division (CID), personnel from the Schools Governance and Operations Division (SGOD), Public Elementary and Secondary School Heads.
4. Snacks will be served chargeable against Division INSET Fund subject to usual accounting and auditing rules and regulations.
5. For immediate dissemination and compliance.