



June 17, 2019


DIVISION MEMORANDUM

No. 103, s. 2019

6th Division Management Committee (ManCom) Meeting cum Testimonial Luncheon and Technical Assistance Contracting

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

1. The Schools Division Office of Kabankalan City will conduct the 6th Division Management Committee (ManCom) Meeting cum Testimonial Luncheon for the outgoing Mayor Isidro P. Zayco and Congresswoman Mercedes K. Alvarez and SY 2019 – 2020 Technical Assistance (TA) Plan validation and contracting on June 20, 2019 from 8:00 am to 5:00 pm at Central Philippine State University Accreditation Room, Brgy. Camingawan, Kabankalan City.
2. Participants are the ASDS, Information Technology Officer, Supply Officer, Accountant, Budget Officer, Administrative Officer V, Attorney III, personnel from Curriculum Implementation Division, School Governance and Operations Division, and Elementary and Secondary School Heads.
3. Each District shall prepare a 2-minute presentation as a tribute to the outgoing city mayor and congresswoman.
4. Public Schools District Supervisors (PSDS) and Education Program Supervisors (EPS) shall prepare a 5-minute presentation of their TA plan and a hard copy of their TA contract for finalization, validation and ceremonial signing.
5. Participants shall wear formal / corporate attire during the activity.
6. Snacks and lunch will be served chargeable against Division INSET Fund while travel expenses of participants is chargeable against local funds / MOOE subject to the usual accounting and auditing rules and regulations.
7. For dissemination and compliance of all concerned.


MA. LORLINE M. ORTILLO, CESO VI
Schools Division Superintendent