

January 28, 2019

DIVISION MEMORANDUM

No. 15, s. 2019

1st Division Management Committee (ManCom) Meeting

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 1st Division Management Committee Meeting for CY 2019 on **January 31, 2019** from 8:00 AM to 5:00 PM at **Xaris Event Center**, Brgy. 2, Kabankalan City.
2. This activity will discuss and update the division personnel and school heads on issues and challenges in the delivery of basic education services.
3. Participants are the ASDS, Information Technology Officer, Supply Officer, Accountant, Budget Officer, Administrative Officer, Attorney III, personnel from Curriculum Implementation Division, School Governance and Operations Division, and Elementary and Secondary School Heads.
4. Snacks and lunch will be served chargeable against Division INSET Fund subject to usual accounting and auditing rules and regulations.
5. For dissemination and compliance of all concerned.


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