



October 25, 2018

**DIVISION MEMORANDUM**

No. 232, s. 2018

**10<sup>th</sup> 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 10<sup>th</sup> Division Management Committee Meeting on **October 30, 2018** from 8:00 AM to 5:00 PM at **Tapi Elementary School**, Brgy. Tapi, 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 while travel expenses will be charged against local funds / MOOE subject to usual accounting and auditing rules and regulations.
5. For dissemination and compliance of all concerned.

  
for: **MA. LORLINE M. ORTILLO, CESO VI**  
Schools Division Superintendent