



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. 69, s. 2019

**TO:** Asst. Schools Division Superintendent  
CID & SGOD Chiefs  
Administrative Officer V  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

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

**Date:** April 8, 2019

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

1. The Schools Division Office of Kabankalan will conduct a Management Committee Meeting (MANCOM) on April 22-23, 2019 at Campuyo Aroma Beach Resort, Campuyo, Manjuyod, Negros Oriental among SDO Personnel, Elementary & Secondary Schools Heads.
2. This activity aims to discuss important issues and updates concerning Schools' planning, deliverables and educational services to all stakeholders
3. The participants of the said activity are the School Heads / Teachers- In – Charge of all public elementary & secondary schools, CID & SGOD Personnel & Selected Administrative Personnel.
4. There will be a registration of Php 2, 200.00 that will cover meals, snacks and accommodation and other incidental expenses.
5. Registration Fee, travelling and other incidental expenses are chargeable against Division / School MOOE subject to the usual accounting and auditing rules and regulations.
6. Participants should pay the Registration Fee at the Cashier's Unit (Jonalyn Oyos /Jorel Diagmel) on or before April 15, 2019.
7. For immediate dissemination and compliance.