Division Memorandum No. 424 s. 2019

To : Chiefs, SGOD and CID
     Unit Heads/ Section Heads
     Education Program Supervisors
     Public Schools District Supervisors
     Senior Education Program Specialist
     Planning Officer III
     Elementary & Secondary School Heads
     (Public and Private)

From : DANIELO E. DESPI
       Schools Division Superintendent

Subject : Division Management Committee Meeting of All
          School Heads in the Elementary, Secondary
          Schools (Public and Private) and SDO Section/
          Unit Heads

Date : November 15, 2019

1. This is to inform the school heads in the elementary and secondary both in
   public and private schools, Chiefs, EPSs, PSDSs, Unit and section Heads that
   there will be a Division Management Committee Meeting (MANCOM)8:00 A.M.
   to 5:00P.M. on the following dates and venue:

   - November 21, 2019 - Elementary School Heads- Bato Central ES
   - November 22, 2019 - Secondary School Heads - Bato Rural DHS
   - November 26, 2019 Private Schools- SDO Hall A

2. Registration fee of Four Hundred pesos (Php 400.00) for meals shall be
   charged from each participant to be deducted from the School MOOE. while,
   participants from Private schools shall pay the said amount upon
   registration. Likewise, registration fee of SDO personnel shall be charged
   from HRTD fund subject to the existing accounting and auditing rules
   and regulations.

3. Prompt dissemination of this memorandum is highly enjoined.