DIVISION MEMORANDUM
OSDS-ASDS- DM- 70 S. 2020

2ND DIVISION MANAGEMENT COMMITTEE MEETING

To: Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Section Chiefs/Unit Heads, Accountant, Budget Officer
SEPS, Engineer, Planning Officer III, Attorney, ITO
All others concerned

1. Please be informed that there will be a Management Committee Meeting (MANCOM) on February 20, 2020 at Puraran Beach Resort, Puraran, Baras, Catanduanes, 8:00 a.m. to 5:00 p.m.

2. Attendees to the MANCOM are Chiefs of the Functional Divisions, Education Program Supervisors, Public Schools District Supervisors, Section Chiefs/Unit Heads, Accountant, Budget Officer, SEPS, Engineer, Planning Officer III, Attorney, ITO Public Elementary and Secondary School Heads. School Heads of Implementing Units are requested to pay the registration fee upon registration.

3. Registration fee of Five Hundred Pesos (Php500.00) for meals and accommodation shall be charged to each participant to be deducted from the school MOOE/local funds. In addition to this, travel and other incidental expenses of the participants shall be charged to school MOOE/local funds subject to the existing rules and regulations.

4. Attendees are requested to wear floral attire

5. For information, guidance and compliance.

Encl:
References:
To be indicated in the Perpetual Index
Under the following subjects:

Activities
ATB/DM2nd DIVISION MANAGEMENT COMMITTEE MEETING
0000__ February 19, 2020

February 19, 2020

Schools Division Superintendent

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