DIVISION MEMORANDUM
No. 68, s. 2016

TO: SDO Chiefs
   Education Program Supervisors I
   Public Schools District Supervisors
   Elementary/Secondary School Heads
   SDO Unit Heads
   Education Program Specialists II
   Senior Education Program Specialists
   Project Development Officers

By Authority of the SDS:

FROM: BERNIE C. DESPABILADERO
   Assistant Schools Division Superintendent
   Officer In-Charge

SUBJECT: 3rd REGULAR DIVISION MANCOM MEETING

DATE: July 12, 2016

1. Corollary with the Opening of Classes for School Year 2016-2017, and to be updated with the recent DepEd guidelines and policies, this Office announces the 3rd Regular Division MANCOM Meeting on July 20, 2016, at Bato Rural Development High School from 8:00 a.m. to 5:00 p.m.

2. Expected participants are the following: SDO Chiefs, Education Program Supervisors I, Public Schools District Supervisors, Elementary/Secondary School Heads, SDO Unit Heads, Education Program Specialist II, Senior Education Program Specialists and Project Development Officers. No proxy shall be allowed.

3. A registration fee of Two Hundred Fifty Pesos (Php 250.00) shall be charged to cover 2 snacks and 1 lunch. The school heads of the implementing units shall pay the registration fee in cash for the issuance of official receipt. Travel, registration fee and incidental expenses shall be charged against school’s MOOE/local funds subject to the usual accounting and auditing rules and regulations.

4. Immediate and wide dissemination of this Memorandum is earnestly enjoined.