




Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 032, series 2019

TO : **Division Chiefs**
Education Program Supervisors
Public Schools District Supervisors/ In-Charge
Senior Education Program Specialists
Select Education Program Specialists II
Elementary School Heads
Secondary School Heads
This Division

FROM : 
RANDOLPH B. TORTOLA
Schools Division Superintendent

SUBJECT : **1st DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

DATE : January 14, 2019

1. To ensure efficient implementation of DepEd programs and proper dissemination of the agency's Issuance, the Division of Misamis Oriental will conduct a **MANAGEMENT COMMITTEE (MANCOM) MEETING** following the schedule below;

Date/Time	District	Venue
January 24, 2019 9:00 am-12:00nn	MOGCHS, Opol to Lugait Heads of Schools	Libertad NHS
January 25, 2019 9:00 am-12:00nn	Magsaysay-Tagoloan, Claveria 1 and 2 Heads of Schools	Balingasag CS

2. Attached to this Division Memorandum is the Matrix of Activities.
3. Everyone is advised to bring a conference notebook.
4. Travel, meals and other related expenses shall be charged to local funds subjects to the usual accounting and auditing rules and regulations.
5. Wide dissemination of this Memorandum is hereby enjoined.

SGOD/rom/ikm

MANAGEMENT COMMITTEE (MANCOM) MEETING

January 24 and 25, 2019

Matrix of Activities

Time	Activity	Person-In-Charge
8:00 8:45 am	Arrival and Registration	c/o Host School
8:45=9:00 am	<p>Opening Program:</p> <p>Pambansang Awit Invocation Acknowledgement of Participants</p> <p>Welcome Message</p> <p>Message</p>	<p>c/o Irish Karylle D. Monte, SEPS and Eman A. Lachica EPS II</p> <p>AVP AVP ERLINDA G. DAEL (East) Chief, CID RUDY O. MAGDUGO (West) Chief, SGOD</p> <p>ROWENA H. PARA-ON Asst. Schools Division Superintendent</p> <p>RANDOLPH B. TORTOLA Schools Division Superintendent</p>
9:00am- 12:00 nn	<p>MANCOM Proper</p> <p>Agenda:</p> <ul style="list-style-type: none"> • National and Local Elections • Graduation/Closing Ceremonies • National Early Registration • Recruitment, Evaluation and Selection of New Teacher Applicants for Teacher I Position • Other Matters 	<p>RANDOLPH B. TORTOLA Schools Division Superintendent</p> <p>ERLINDA G. DAEL Chief, CID RUDY O. MAGDUGO Chief, SGOD</p>
12:00nn- 1:00pm	Lunch Break	