



March 7, 2016

DIVISION MEMORANDUM
No. 88, s. 2016

3rd Division Management Committee (MANCOM) Meeting

To : Public Schools District Supervisors/In-Charge
Education Program Supervisors
Division Section Heads
Senior Education Program Specialists
Education Program Specialists
Elementary & Secondary School Heads
This Division

1. This Office shall conduct the 3rd MANCOM Meeting on March 9, 2016 (7:30AM-3:00PM) at Tagoloan Central School, Tagoloan, Misamis Oriental.
2. The Participants of this MANCOM are the Education Program Supervisors, Public School District Supervisors, Division Unit Heads, Senior Education Program Specialists, Education Program Specialists and all School Heads.
3. There shall be a registration fee of P160.00 per participant to cover expenses for breakfast, snacks and lunch.
4. Travel and other incidental expenses will be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Wide and immediate dissemination of this Memorandum is hereby enjoined.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/mdb



3rd Division Management Committee (MANCOM) Meeting

TIME	AGENDA	DISCUSSANT/IN-CHARGE
7:30-8:15	Registration/Attendance	By District/SGOD
8:15-8:30	Opening Program A. Tribute to God and Country B. Welcome Message C. Opening Remarks D. Presentation of the Participants	Host School/District Host PSDS/In-charge Jean G. Veloso, ASDS Bernadette P. Samaco, AO V
8:30-9:30	E. Message & Superintendent's Time	Cherry Mae L. Limbaco, Ph.D., CESO V
9:30 – 3:00	MANCOM Meeting Proper A. Feedback on Recruitment Process B. Graduation/Completion Ceremony Matters -Schedule -No Collection Policy -Diploma -Ribbons C. RPMS/IPCRF of Teachers & Other School –Based Personnel, Clearance & Deed of Donation for the items donated by Stakeholders, Accomplished IPCRF Forms D. Property Plant and Equipment E. School Building Inventory F. Plan for Summer and S.Y. 2016-2017, Education Program Supervisors' Reports G. K-12 Mass Training for Grade 5 Teachers H. Accounting Concerns and other Division Section Concerns I. State of the School Address (SOSA) J. Updates and other Concerns	Jean G. Veloso, ASDS Celieta B. Magsayo, EPS I Rudy O. Magdugo, Chief SGOD Eleanor P. Cruz, Supply Officer Engr. Sandy Simo/Marife D. Balaba All EPS I Marife D. Balaba, SEPS-HRD Division Section Heads Vevian T. Tuason, SEPS-SM c/o Erlinda G. Dael, Chief CID
3:05	Adjournment	

Masters of Ceremonies: Host School/District

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

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