



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Cagayan de Oro City  
[www.depedmisor.net](http://www.depedmisor.net)



(08822)724615, (088)8564454 / Fax (088)8564524

January 5, 2014

**DIVISION MEMORANDUM**

No. 01 S.2014

To: Education Program Supervisors  
Division Office Section Heads  
PS District Supervisors/ PS District In-charge  
Coordinating Principals  
Elementary School Heads / School In-charge  
Secondary School Heads/ School In-charge

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

Subject: **1<sup>st</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

1. There will be a **DIVISION MANAGEMENT COMMITTEE (MANCOM) Meeting on January 8 and 9, 2014**. Below is the specified time, venue, and participants.

**SCHEDULE & VENUE FOR THE 1<sup>st</sup> MANCOM MEETING**

DATE & TIME	VENUE	PARTICIPANTS
Jan. 8, 2015 8:30pm-11:30 am	Salay Central School	Magsaysay- Longlongag
Jan. 8, 2014 1:30am-4:30 pm	Baliwagan Central School	Tagoloan-Balingasag including Claveria
Jan. 9, 2014 8:30am-11:30 am	Sinai Elementary School	Opol-Lugait including MOGCHS

2. Snacks shall be charged to Division Office funds while travelling and other incidental expenses shall be charged to downloaded funds subject to the usual accounting and auditing rules and regulations.
3. Wide and immediate dissemination of this Memorandum is hereby enjoined.

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## 1<sup>ST</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

### SCHEDULE & VENUE FOR THE 1<sup>ST</sup> MANCOM MEETING

DATE & TIME	VENUE	PARTICIPANTS
Jan. 8, 2015 8:30pm-11:30 am	Salay Central School	Magsaysay- Lagonglong
Jan. 8, 2014 1:30am-4:30 pm	Baliwagan Central School	Tagoloan-Balingasag including Claveria
Jan. 9, 2014 8:30am-11:30 am	Sinai Elementary School	Opol-Lugait including MOGCHS

Time	AGENDA/ PARTICULARS	IN-CHARGE/ DISCUSSANT
7:30-8:15am/ 1:00-1:15	<b>Registration &amp; Attendance</b>	By District c/o PSDS, District In-charge & Coordinating Principals, Grace Gallana, M.. Paceño)
8:15-8:30am/ 1:15-1:30pm	<b>Opening Program</b> A. Tribute to God & Country B. Welcome Message C. Opening Remarks D. Presentation of the Participants	c/o Host School/ Host District Host PSDS Jean G. Veloso, ASDS Rudy O. Magdugo, SGOD-Chief Designate
8:30-11:30/ 1:30-4:00pm	<b>MANCOM PROPER</b> A. Graduation Matters/ Issues B. D.O. 27, s. 2002 (Implementation of the Revised Performance Appraisal System of the Department of Education) C. Ranking for Teacher 1, Principal 1(Elem.&Sec.), Principal IV D. Oral Reading Test for Kindergarten 1 & 2, Grades 1,2,& 4 E. Guidelines for Honors & Grading System F. Other Matters...	Cherry Mae L.Limbaco,Ph.D.,CESO V  Jean G. Veloso, ASDS  Jean G. Veloso, ASDS  M.T.Absin/ G.Gallana/ R.Magdugo Erlinda G. Dael,CID - Chief Designate c/o EPS/ Section Heads
11:30am/ 4:00pm	<b>LUNCH BREAK/ ADJOURNMENT</b>	

c/o Host School/ Host District  
Master of Ceremonies

### Working Committees:

1. Registration/ Attendance/ Food Committee:  
Chair: Grace V. Gallana  
Members: Maylinda M. Paceño  
All PSDSs/ District In-charge/ Coordinating Principals
2. Program & Memo:  
Chair: Rhodora L. Gallares  
Members: Maria Teresa M. Absin, Ph.D.  
All PSDSs/ District In-charge/ Coordinating Principals
3. Technical In-charge( Laptop/ LCD/ PPT)  
Chair: Rudy O. Magdugo  
Members: Host School/ Host District ICT in-charge