



May 18, 2016

DIVISION MEMORANDUM

No. 189 , s. 2016

SUBJECT: 4th Division Management Committee (MANCOM) Meeting

TO: Education Program Supervisors
Public Schools District Supervisor/In-Charge
Division Section Heads
Senior Education Program Specialists
Education Program Specialists
Elementary and Secondary Schools Heads
This Division

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

1. This Office shall conduct the **4th MANCOM Meeting** on May 24, 2016, 8:00 am at a venue to be set.
2. The Participants of this MANCOM are the Education Program Supervisors, Public Schools District Supervisor/In-Charge, Division Section Heads, Senior Education Program Specialists, Education Program Specialists and Schools Heads with plantilla item. **Strictly no substitute or assistant.**
3. Travel and other incidental expenses will be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Wide and immediate dissemination of this memorandum is hereby enjoined.



4th Division Management Committee (MANCOM) Meeting May 24, 2016

TIME	AGENDA	DISCUSSANT//IN-CHARGE
8:00 – 8:45	Arrival and Registration/ Attendance	<i>by District / SGOD</i>
8:45 – 9:00	Opening Program	SGOD/CID Jean G. Veloso, ASDS
9:00 – 10:00	A. Tribute to God and Country B. Welcome Message and Opening Remarks C. Presentation of the Participants D. Message & Superintendent's Time	Bernadette P. Samaco, AOV Cherry Mae L. Limbaco, PhD., CESOV
10:00 – 4:00	MANCOM Meeting Proper	
	A. Guidelines on Brigada Ekwela 2016	Vevian T. Tuason, Ph.D., <i>SEPS-SMN</i>
	B. Turnover Ceremony of Brigada Materials	Hon. Yevgeny Vincente B. Emano, <i>Governor – Province of Misamis Oriental</i>
	C. Grade 11 Enrolment and Hiring of Teachers	Jean G. Veloso, ASDS
	D. Summer Reading Camp	Ma. Teresa M. Absin, Ph.D.
	E. Reporting on Senior HS Readiness	<i>by assigned ES</i>
	F. Updates on Classroom Buildings	Engr. Sandy Simo, <i>Phy. Facilities Coor.</i>
	G. Status of CI Project Implementation	Danny A. Asio, <i>SEPS-SMME</i>
	H. OPCRf and SIP Submission	Rudy O. Magdugo, <i>SGOD Chief</i>
	I. “Dugong Guro”	Rudy O. Magdugo, <i>SGOD Chief</i>
	J. School Property Inventory	Eleonor P. Cruz, <i>Supply Officer</i>
	K. Updates/ Division Sections	<i>Division Sections Heads</i>
4:05 pm	Adjournment	
<i>Master of Ceremonies: Andrian F. Tecson, EPS-1</i>		

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