



October 4, 2016

DIVISION MEMORANDUM

No. 446 s. 2016

7th 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/Senior High School Heads
This Division

1. This Office shall conduct the 7th MANCOM Meeting on October 7, 2016 at 8:00am at a venue to be set.
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 School Heads (full-fledged only).
3. School Heads are instructed to bring the following:
 - DCP Package
 - Delivery Receipt
 - Inspection and Acceptance Report
 - Acknowledgment Receipt of Equipment or Property Acknowledgment Receipt
 - Pictures
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/mb