



DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



November 25, 2013

Memorandum to:

Education Program Supervisors
PS District Supervisors
Elementary School Heads
Secondary School Heads
Division Section Heads

Please be informed that there will be a Division Management Committee Meeting (MANCOM) at Vicente N. Chavez Memorial Central School, Villanueva, Mis. Or. on November 29, 2013 from 8:00 AM to 4:00 PM.

Participants to this meeting are the Education Program Supervisors, PS District Supervisors, Elementary School Heads (HT 1 to P 2), Secondary School Heads, and Division Section Heads.

School heads are advised to bring the following during the MANCOM on Nov. 29 at Vicente N. Chavez MCS:

1. Liquidation Report for November, 2013
2. Payroll for the Financial Assistance (Php 1,800.00)

Traveling expenses are charge to school local funds while lunch and snacks will be charge to division funds subject to the usual accounting and auditing rules and regulations.

For compliance.


CHERRY MAE L. LIMBACO, PhD., CESO IV
Schools Division Superintendent



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DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

Date/ Time : November 29, 2013 / 8:00 to 4:00
Venues : Vicente N. Chaves MCS

PROGRAM OF ACTIVITIES

Time	AGENDA/PARTICULARS	In-charge/Discussant
7:30 AM	<i>Arrival</i>	VNCMS
8:00 AM	<i>Registration</i>	Secretariat – School
8:30 – 9:00 AM	Opening Program A. Tribute to God and Country B. Welcome Remarks C. Presentation of the Participants D. Message	VNCMS Mrs. Aida Cayabas Bernadette P. Samaco Dr. Cherry Mae L. Limbaco, CESO IV
9:00 AM	<i>MANCOM PROPER</i>	
	A. Call to Order B. Reading and Approval of the minutes of the previous MANCOM C. Business arising from the minutes	Dr. Cherry Mae Limbaco Mrs. Merlinda Ilago
	D. Superintendent's Time	Dr. Cherry Mae Limbaco, CESO IV
	E. Assistant Superintendent's Time	ASDS Jean G. Veloso
	F. Division Concerns 1. Regional Meet Mr. J. Redondo 2. BSP Mr. D. Jarales 3. ICT & NAT Mrs. V. Buana 4. Graduation Policy Mrs. B. Samaco 4. 2013 Division Araw ng Parangal a. Division Searches Mrs. R. Gallares b. Seating Arrangement Mr. D. Jarales 5. Calendar of Activities (Nov. to Dec, 2013) Mrs. M. Absin 6. Result of Division SBM Validation – Mrs. E. Dael	
	Other Matters	
	Adjournment	



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CALENDAR OF ACTIVITIES
(November to December, 2013)

DATE	ACTIVITIES	Venue
November		
13 - 17	Regional Meet	MCC Tubod, Lanao del Norte
26 - 27	Regional SBM Validation (1st Batch)	Specified School
December		
2	Launching the Indigenous People's Education Program	Claveria Covered Court Claveria, Mis. Or.
3- 6	Seminar Workshop cum Immersion of the District, Elementary & Secondary School IP Coordinators	MOSCAT, Claveria, Mis Or.
3- 6	Regional SBM Validation (2 nd Batch)	Specified Schools
5- 8	BSP Encampment - Invitational	Naawan CS
5	Submission of Data on Community Mapping Submission of supporting documents for the payroll	Division Office Attention: Dr. M. Absin
11- 12	Regional 2013 SBM General Assembly/ Araw ng Parangal <ul style="list-style-type: none"> • Comfest • Research Congress • Booth Exhibits • Awarding of achievers Participants are informed through a Division Memo	Pearlmount Hotel, CDO
16	Division 2013 2 nd Araw ng Parangal <ul style="list-style-type: none"> • Presentation of Division Report Card • Launching of Early Implementation of Senior High School & Abot- alam Program • Awarding of Outstanding Teaching & Non teaching Personnel 	Atrium Limketkai, CDO
18	School Program	by school
19	Class Party	by school
20	GAD seminar	Municipality
20	GAD Seminar	Division Office
23	Division MANCOM Presentation of APP Submission of Liquidation Report for December, 2013	Venue to be announced