

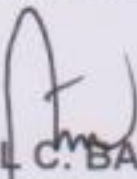


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



MEMORANDUM

TO: OIC-Asst. Schools Division Superintendent
OIC- Chief, Curriculum Implementation Division
OIC-Chief, Schools Governance Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

FROM:  **ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT: **MANAGEMENT COMMITTEE MEETING (MANCOM)**

DATE: March 5, 2018

1. There will be a Management Committee Meeting on Tuesday, March 13, 2018 at Boso-Boso Highlands Hotel and Recreation Center at 8:00-5:00 P.M.
2. The objectives of this MANCOM are:
 - a. Schedule of Graduation, Completion/Moving UP;
 - b. Discuss the guidelines on the accomplishment of required DepEd forms and guidelines of opening of classes; and
 - c. Communicate the SDO Quality Policy, objectives and processes.
3. Participants to this MANCOM are the EPSs, PSDSs, Unit Heads, Elementary and Secondary School Heads. A registration fee of Php 650.00 shall be charged ~~from~~ each participant for food and venue. Subject to the usual accounting and auditing rules. **PROXIES ARE NOT ALLOWED.**



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4. Expenses for the food and materials for SDO personnel and School Heads shall be charged from the SDO MOOE. (See Enclosure No.1 on the number of participants). It is also advised that all drivers should be given provision of snacks and lunch by their immediate superior.

5. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

UM-115 S. 2018
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Enclosure No. 1

Participants	Total
SDS	1
ASDS	1
Chiefs	1
OSDS-Unit Heads	7
Admin	1
Finance	1
Cash	1
Accounting	1
Records	1
HR	1
Supply	1
CID	16
EPSs	5
PSDSs	8
ALS	2
Librarian	1
SGOD	8
EPS-SBM	1
M&E	1
HRD	1
SocMob	1
Planning and Research	1
Facilities	1
Medical	1
Dental	1
Elem. and Sec. School Heads	67
SDO Staff	3
TOTAL	104



Enclosure No. 2

EXECUTIVE COMMITTEE

- Chairperson : **Dr. Rommel C. Bautista, CESO V**
Schools Division Superintendent
- Co-Chairperson : **Dr. Gloria C. Roque**
OIC-Asst. Schools Division Superintendent
- Members : **Lito A. Palomar**
OIC-Chief, Curriculum Implementation Division
Anselmo C. Celeste, Jr.
OIC-Chief, School Governance and Operations Division
Frederick B. Vallinas
Administrative Officer V

TECHNICAL WORKING COMMITTEE

Registration/ Invitation	Christine Joy Cabiles	In-Charge of attendance Prepare registration/ attendance sheet/meal attendance Ensures that participants are registered Prepare and distribute programs and invitation
Materials	Elizabeth M. Ruiz	In-Charge of training materials and other needs
Documentation/Technical	Maria Florabel M. Tolentino	Document event's significant details Submit a narrative report containing the essential outcome of the event to the program head Check the sound system, projector, laptop and IT equipment to be used