



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



September 20, 2016

DIVISION MEMORANDUM

NO. 563, s. 2016

Division Management Committee (ManCom) Meeting for October 2016

**TO: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Unit/Section Heads
All Concerned**


1. The office hereby informs all concerned for the **Management Committee (ManCom) Meeting on October 3, 2016** (Monday) at **Yakal Room**, DepEd Ecotech Center, Sudlon, Lahug, Cebu City from **8:00AM to 5:00PM**.

2. Participants of this meeting are the ASDSs, Chiefs, Unit/Section Heads of Health, Legal, ICT, Physical Facilities, Finance, Personnel, Administrative as well as the heads of the sub-sections/units in the division.

3. **Chiefs/unit/section heads** are requested to prepare a brief power point presentation of the priority/improvement areas of the unit/section/division with the corresponding work plan. Then a 5-minute discussion will follow after each presentation.

4. The cost of venue and snacks/meals of the participants will be charged to the **Division's MOOE/HRTD Funds**, subject to its availability and the usual accounting/auditing rules and regulations.

5. **Wide dissemination and strict compliance of this Memorandum is hereby requested.**


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent