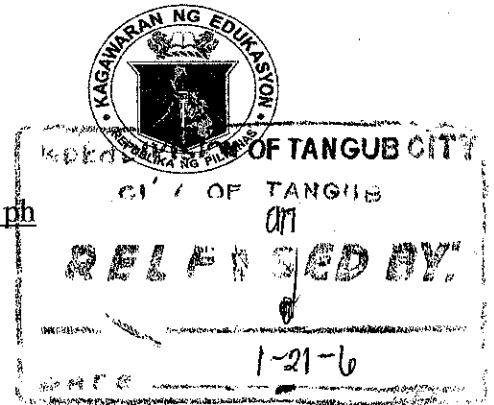





Republic of the Philippines
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DIVISION MEMORANDUM

No. **17**, s. 2016

TO: Curriculum and Implementation Division
School Governance and Operations Division
Office of the Schools Division Superintendent
Alternative Learning System (ALS)
Coordinating Principals
Principals, Head Teachers, TICs
Elementary & Secondary

From:  **VICTORIA V. GAZO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: 1ST DIVISION MANCOM MEETING

Date: January 21, 2016

1. In order to align individual roles and targets with DepEd's direction and to track accomplishments against objectives, this Office is conducting the 1st Division MANCOM Meeting for this year on January 25, 2016 from 7:30 AM-5:00 PM at the Function Hall 1.
2. There will be a 5-minute Project Initiative Presentation by district/group in the afternoon of which 3 school heads to present by district and 3 school heads to present from the secondary. Each group is expected to prepare laptop, LCD projector & screen for the power point presentation to package the initiative done in their school.
3. There will be a reactor's time within 5 minutes every after the presentation following these guide questions:
 - How were the presenter's experiences similar/different from yours?
 - How were the strategies presented similar/different from yours?
 - What have you learned from their experiences and how can you apply this in your school?
 - What other concerns do you have in your school about the theme?
4. The education program supervisors are assigned to monitor/facilitate the conduct of presentations by district/secondary school and do the wrap up during the Plenary Session.
5. Participants to this MANCOM meeting are the elementary and secondary school heads, chief supervisors, education supervisors, education specialists, planning officer, division nurse, administrative officer, HRMO, supply officer, cashier, accountant, budget officer, IT officer, ALS(specialist & DALSCs) and secretariat. They are expected to wear their corporate attire.
6. A registration fee of one hundred fifty pesos (P150.00) is charged per participant to cover expenses for lunch and snacks chargeable against local/school funds & Division MOOE for Division Office participants subject to usual accounting and auditing policies, rules and regulations.
7. Immediate and wide dissemination of this memorandum is hereby desired.