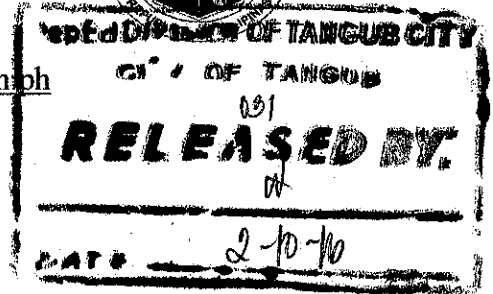




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**DIVISION MEMORANDUM**

No. 31, s. 2016

**TO:** Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Specialist – II (ALS)  
District Coordinating Principals  
Principals, Head Teachers  
Elementary & Secondary

**From:** *for: Victoria V. Gazo*  
**VICTORIA V. GAZO, Ph. D., CESO V**  
Schools Division Superintendent  
2-10-16

**SUBJECT:** 2<sup>nd</sup> DIVISION MANCOM MEETING

**Date:** February 10, 2016

1. In order to track accomplishments against objectives, this Office is conducting the 2<sup>nd</sup> Division MANCOM Meeting on February 16, 2016 from 8:00 AM-5:00 PM at the Division Office Conference Hall.
2. There will be a housewarming and blessing of the second floor of the Division Office in the morning and MANCOM meeting will proceed afterwards.
3. A 5-minute Project Initiative Presentation will be presented by district/group in the afternoon of which 3 school heads will present by district and 3 school heads will 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.
4. There will be a reactor's time within 5 minutes every after the presentation following these guide questions to follow:
  - 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?
5. 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.
  6. 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.
  7. A registration fee of three hundred pesos (P300.00) 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.
  8. Immediate and wide dissemination of this memorandum is hereby desired.

VVG/bjc/02-10-16