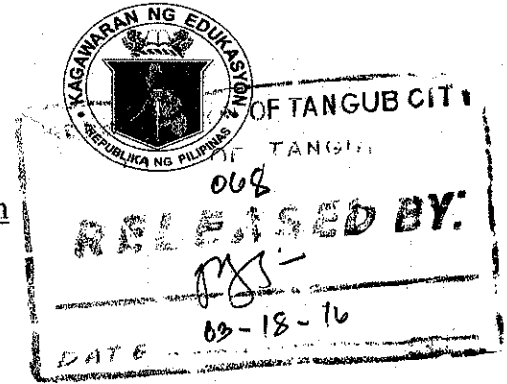




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**DIVISION MEMORANDUM**

No. 65, 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:** 3<sup>RD</sup> DIVISION MANCOM MEETING AND AWARDING CEREMONY

**Date:** March 17, 2016

1. In order to align individual roles and targets with DepEd's direction, track accomplishments against objectives and to give recognition and awards to teachers and administrators who excel in the performance of their duties, this Office is holding the 3<sup>rd</sup> *Division MANCOM Meeting and Awarding Ceremony* on *April 4, 2016* from *10:00 AM – 5:00 PM* at the *Function Hall I, Tangub City*.
2. Only the school heads and the Division personnel comprising the MANCOM family will attend the MANCOM meeting from 10:00 AM – 12:00 NN and the awardees shall only attend the Awarding Ceremony from 1:00 PM – 5:00 PM.
3. Participants to this MANCOM meeting and awarding ceremony are the elementary and secondary school heads, TICs, chief supervisors, education supervisors, education specialists, planning officer, division nurse, administrative officer, HRMO, supply officer, accountant, budget officer, IT officer, ALS (specialist & DALSCs), TWG and the awardees to the different searches.
4. Participants are expected to wear Sunday dress for women and polo/long sleeves for men while awardees will wear long gown for women and tuxedo for the men. Rehearsals for the red carpet awarding ceremony of all awardees will be on March 30, 2016 from 8:00 AM – 5:00 PM and final practice will be on April 2, 2016 from 8:00 AM – 5:00 PM at the Function Hall I, Tangub City.
5. The list of awardees will be enclosed in an addendum which will be floated later.
6. A registration fee of three hundred fifty pesos (P350.00) is charged per participant to cover expenses for lunch, snacks and other related expenses chargeable against local/school funds & Division MOOE for Division Office participants subject to usual accounting and auditing policies, rules and regulations. Participants are expected to register a week before the MANCOM meeting and awarding ceremony.
7. Immediate and wide dissemination of this memorandum is hereby desired.