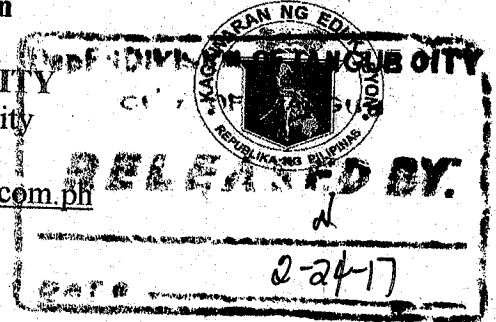


Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
Telefax: (088) 395-3372
Email: deped10_tangub@yahoo.com.ph



Division Memorandum
No. 42, s. 2017

To: **Office of the Schools Division Superintendent (OSDS)**
School Governance and Operations Division (SGOD)
Curriculum Implementation Division (CID)
Alternative Learning System (ALS)
Head Teachers & Principals, Elementary and Secondary
This Division

From: *for: herani T. Gazo*
VICTORIA V. GAZO, Ph. D., CESO V
Schools Division Superintendent

Subject: **2ND DIVISION MANCOM MEETING**

Date: **February 24, 2017**

1. In order to keep abreast with the latest updates and information, this Office schedules the **2nd Division MANCOM Meeting on March 10, 2017 from 8:00 AM-5:00 PM at Function Hall I, Tangub City.**
2. Participants to this meeting are the SDS, SGOD and CID personnel, Administrative Officer, Accountant, Budget Officer, Cashier, Supply Officer, IT Officer, HRMO, ALS (specialist and DALSCs) and full-pledged school administrators.
3. It is emphasized that participants who could not attend the said meeting should advise the Office ahead of time or send their designated OIC to represent them.
4. A registration of Two Hundred Fifty Pesos (Php 250.00) will be charged per participant to cover expenses for lunch, snacks and other related expenses chargeable against local/school funds/MOOE subject to usual accounting and auditing rules, policies and procedures.
5. Participants are requested to pay the registration fee on or before March 7, 2017 at the Division Cashier for the issuance of official receipt.
6. Immediate and wide dissemination of this memorandum is desired.