



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

February 14, 2020

DIVISION MEMORANDUM

NO. 53 s. 2020

1ST REGULAR DIVISION MANAGEMENT COMMITTEE CONFERENCE

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance & Operation Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

1. Please be informed that the 1st Division Management Committee (ManCom) Conference for the year 2020 will be on the 19th of February (Wednesday), 8:00 in the morning. **Venue will be announced later.**
2. The participants to this activity are the ASDS, CID and SGOD Chiefs, Education Program Supervisors, Public Schools District Supervisors, Elementary and Secondary Principals/School Heads, Section Heads, Education Program Specialists II, Project Development Officers, Planning Officer, Dentists, Medical Section Head, Guidance Coordinator of this Division.
3. The objectives of the Conference are:
 - present and discuss DepEd National and Regional updates
 - to bring in view the recent accomplishments and updates of the three functional Divisions- OSDS, CID, SGOD
 - discuss graduation rites matters and updates of upcoming Regional and Division activities
 - honor and give tribute to service awardee and retired employees of the Division
 - give due recognition to schools with prompt and complete DMEA and SMEA reports as well as prompt liquidation of school MOOE for CY 2019
 - manage issues and concerns that may arise



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4. The participants are encouraged to wear business attire and are expected to be at the venue at exactly 8:00 in the morning.
5. Each Functional Division and District shall prepare a token and presentation for the honoree(retiree).
6. Expenses to be incurred in this activity shall be charged against school MOOE and Division MOOE. A registration fee of Php850.00 shall be collected subject to the usual accounting and auditing policies, rules and regulations.
7. Wide and immediate dissemination of this memorandum is highly recommended.
8. For information, guidance and compliance.

K. Galanida
KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent
K. Galanida



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