



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
DIVISION OF SURIGAO CITY

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December 9, 2019

DIVISION MEMORANDUM

No. 409 s. 2019

**7th REGULAR DIVISION MANAGEMENT COMMITTEE (MANCOM) CONFERENCE/
PERFORMANCE ASSESSMENT cum CHRISTMAS CELEBRATION PROGRAM**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Legal Officer
Administrative Officer V
Senior Education Program Specialists
Division Guidance Coordinator
Elementary and Secondary School Heads
Section Heads
This Division



1. The field is hereby informed of the conduct of the 7th Regular Division Management Committee (MANCOM) Conference/Performance Assessment at 8:00 o'clock in the morning and the Christmas Celebration Program at 3:00 o'clock in the afternoon on December 19, 2019 at the 4th Floor, E.Y. Suites, Borromeo St., Surigao City.
2. The activity aims to:
 - formulate, develop and review policies that safeguard the quality of programs, activities, projects, and services offered by this division;
 - give most recent information from the three (3) functional Divisions: the Office of the Schools Division Superintendent (OSDS), Curriculum Implementation Division (CID), Schools Governance Operation Division (SGOD)
 - assess the performance of all the schools for Calendar Year 2019 and;
 - promote good fellowship and relation among colleagues in DepEd Schools Division of Surigao City.
3. Participants to this conference are the Assistant Schools Division Superintendent, CID and SGOD Chiefs, Education Program Supervisors, Public Schools District Supervisors, Legal Officer, Administrative Officer V, Senior Education Program Specialists, Section Heads, Elementary and Secondary School Heads of this division.
4. Each district will present a 3-minute video presentation of their 2019 Annual Accomplishment Report. However, to prepare the consolidated Division Annual Accomplishment Report each district is encouraged to submit the hard copy following the format attached in the Division Memo 391, s. 2019 using the microsoft word format.
5. Hereunder are other details of the Christmas Celebration Program, to wit:

- 5.1 Theme : Glee 'n Laces
5.1 Attire : lace-laden (any color)
5.2 Presentation by Clustered Districts (livelier, lighter, and funnier)
- Districts 1 and 2
 - Districts 3 and 4
 - Districts 5 and 6
 - Districts 7 and 8
 - Districts 9 and 10
- 5.3 Unity Dances

6. The host for this MANCOM is District I which shall take charge of the opening preliminaries, minutes of meeting, and overall facilitation of the whole activity.
7. All expenses to be incurred for this activity shall be charged to the Division MOOE and School MOOE of all the schools of District I with attribution to GAD funds subject to the usual government accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this memorandum is desired.


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

Reference: none

To be indicated in the Perpetual Index under the following subjects:

Performance Assessment MANCOM Program