



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



March 18, 2025


DIVISION MEMORANDUM

No. 03-097, 2025

FIRST REGULAR DIVISION MANAGEMENT COMMITTEE (MANCOM) CONFERENCE

To: Assistant Schools Division Superintendent
Chiefs (CID and SGOD)
CID Personnel (EPSs, PSDS/PSDI)
SGOD Personnel (EPS, SEPS)
OSDS (AO V, Legal Officer, Accountant, Budget, HRMO, Cash, Records, Supply Officer, ITO)
Elementary School Principals/ Head Teachers/ School In-Charge
Secondary School Principals/ Head Teachers/ School In-Charge
This Division

1. Division and field officials, and other personnel concerned are hereby informed on the Division MANCOM Conference which will be on March 27, 2025, 8:00 am at the Provincial Convention Center (Siargao), Surigao del Norte.
2. The said conference aims to:
 - a. communicate updates that was discussed during the Regional MANCOM;
 - b. discuss EOSY 2024-2025 preparation;
 - c. share updates from the three functional division
3. The participants of this conference are the ASDS, Chiefs of functional division, CID Personnel EPSs, PSDS/PSDI), SGOD Personnel (EPS, SEPS, PO III, Engr. III, YFD, MO III/authorized representative), OSDS (AO V, Legal Officer, Accountant, Budget, HRMO, Cash, Records, Supply Officer, ITO), Elementary School Heads and Secondary School Heads and MANCOM PMT. Participants shall observe proper decorum and are encouraged to wear the purple polo jack. The wearing of maong or tattered jeans, rubber shoes and sleeveless are **strictly discouraged**.
4. Registration fee of 600.00 (six hundred pesos) shall be collected to cover expenses for lunch with two snacks chargeable against Division MOOE and School MOOE/ other funds subject to the existing accounting and auditing rules and regulations.
5. Health and Safety protocols must be observed strictly by the participants and facilitators.
6. Immediate dissemination of this Memorandum is hereby directed.


MANUEL O. CABERTE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

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DepEd Siargao



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Reference: None

Encl's: None

To be indicated in the **PERPETUAL INDEX** under the following subjects:

MANCOM

SGOD/fdt
03172025