



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



August 6, 2025

DIVISION MEMORANDUM

No. \_\_\_\_ s. 2025

08 232

**SECOND REGULAR DIVISION MANAGEMENT COMMITTEE (MANCOM) CONFERENCE**

To: Assistant Schools Division Superintendent  
Chiefs (CID and SGOD)  
CID Personnel (EPS, PSDS)  
SGOD Personnel (EPS, SEPS)  
OSDS (AO V, Legal Officer, Accountant, Budget, HRMO, Cash, Records, SO, 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 August 13, 2025, 8:00 am at the Siargao Island Convention Center, Surigao del Norte.
2. The said conference aims to:
  - a. communicate updates that was discussed during the Regional MANCOM;
  - b. discuss and present the monitoring and evaluation of the SY 25-26 Brigada Eskwela (BE) and Oplan Balik Eskwela (OBE)
  - 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. The host districts for the activity will be Socorro East and West. The respective Public Schools District Supervisors (PSDS) are requested to take the lead in facilitating and managing the overall preparation and coordination of logistical and program-related requirements.
5. 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.
6. Health and Safety protocols must be observed strictly by the participants and facilitators. Participants with health maintenance must bring their own medications, personal medical supplies.
7. Immediate dissemination of this Memorandum is hereby directed.

**MANUEL O. CABERTE**  
Schools Division Superintendent

Reference: None  
Encl's: None  
To be indicated in the **PERPETUAL INDEX** under the following subjects:  
MANCOM  
SGOD/fdt  
08062025

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