



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



DIVISION MEMORANDUM

No. 12-407s, 2025

To: Assistant Schools Division Superintendent
CID Chief and Personnel
SGOD Chief and Personnel
OSDS Personnel
Elementary School Principals/ Head Teachers/ School In-Charge
Secondary School Principals/ Head Teachers/ School In-Charge
This Division

FOURTH REGULAR DIVISION MANAGEMENT COMMITTEE (MANCOM) CONFERENCE

1. Division and field officials, and other personnel concerned are hereby informed on the Division MANCOM Conference which will be on December 20, 2025, 8:00 am at Parkway Hotel, Surigao City, to be hosted by Dapa East and Dapa West District.
2. The said conference aims to:
 - a. Communicate key updates from the Regional MANCOM to ensure shared understanding across all units.
 - b. Discuss and present current updates and strategic directions relevant to SDO operations.
 - c. Share updates from the three functional divisions to strengthen collaboration and alignment.
3. All participants shall observe proper decorum and are encouraged to wear formal attire with green and red motif. The wearing of maong or tattered jeans, rubber shoes and sleeveless are strictly discouraged.
4. A registration fee of ₱2,000.00 (two thousand pesos) shall be collected to cover accommodation expenses. All expenses incurred in the conduct of the conference shall be charged to the Division MOOE, School MOOE, or other authorized funds, in accordance with existing accounting and auditing rules and regulations.
5. All participants are strictly required to observe health and safety protocols throughout the duration of the activity.
6. Immediate dissemination of this Memorandum is hereby directed.

MANUEL O. CABERTE
Schools Division Superintendent

Reference: None
Encl's: As Stated
To be indicated in the **PERPETUAL INDEX** under the following subjects:
CONFERENCE

SGOD/fdt
12152025



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