



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong



DIVISION MEMORANDUM
NO. 43, s. 2018

TO : CID Chief
SGOD Chief
Supervisors/Program Holders
Elementary & Secondary School Administrators
Administrative & other Division Office Personnel
This Division

FROM : **LEONARDO M. BALALA, CESE**
Schools Division Superintendent

SUBJECT : **DIVISION MANAGEMENT COMMITTEE (ManCom) MEETING**

DATE : May 4, 2018

1. To update all concerned officials and personnel on the programs/projects, policies and guidelines of the Department of Education particularly in the City Schools Division of Tacurong, please be informed that there will be half-day Special Management Committee (ManCom) Meeting on May 8, 2018 at the Anak Mindanao Building, TPES Campus, Tacurong City at 8:00 to 12:00 noon.
2. Participants are the CID Chief, SGOD Chief, Supervisors & Program Holders, Elementary and Secondary School Administrators including Head Teachers, and all Division Office Personnel of the City Schools Division of Tacurong.
3. All concerned officials and personnel are enjoined to attend.



DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
Division Conference Hall, Anak Mindanao Building
May 8, 2018
8:00-12:00 Noon

PROGRAMME

Prayer - - - - -	MA. DIANNE DELA FUENTE Project Development Officer II
National Anthem - - - - -	RONA N. TACOT Education Supervisor
Regional Hymn - - - - -	Overture
Tacurong Hymn - - - - -	Overture
Welcome Address & Opening Remarks - - -	LEVI B. BUTIHEN OIC Asst. Schools Div. Supt.
Roll Call	ZENAIDA B. PORRAS Administrative Officer V
Statement of Purpose	LEONARDO M. BALALA, CESE Schools Division Superintendent

MANCOM PROPER

- A. SGOD Concerns
- B. CID/Supervisors/Program Holders Concerns
- B. OSDS Concerns
 - 1. ITO
 - 2. Cash & Supply
 - 3. Accounting & Budget
 - 4. Personnel & Records
 - 5. Administrative Officer
- C. Asst. Schools Division Superintendent's Time
- D. Schools Division Superintendent's Time

Adjournment

EMCEE: **ARLAC G. BILLANO**
Education Supervisor