



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



February 19, 2016

DIVISION MEMORANDUM
No. 010 s, 2016

DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)

TO: Assistant Schools Division Superintendents

Chiefs, CID and SGOD
Education Program Supervisors
SGOD Personnel
Public Schools District Supervisors
Elementary and Secondary School Heads

1. This Office will hold the Division Management Committee Meeting (MANCOM) on February 24, 2016 at AOKI Clubhouse, Eagle Ridge, General Trias, Cavite.
2. The meeting aims to gather all DepEd Cavite key officials and personnel to discuss crucial issues and concerns on school operations and important updates relevant to DepEd.
3. All Assistant Schools Division Superintendents, Education Program Supervisors, Public Schools District Supervisors, Elementary and Secondary School Heads, and Division Chiefs and Unit Chiefs are required to attend this meeting. Representatives or substitutes are not allowed.
4. Participants are expected to be at the venue at **8:00 in the morning** for the registration. No registration fee will be collected.
5. Attached in this Memorandum is the composition of working committees.
6. Food, venue and other related expenses shall be charged to Division MOOE Fund subject to usual accounting and auditing procedures.
7. Widest dissemination of this Memorandum to all concerned is earnestly desired.


CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent

INCLUSION NO.1. to Division Memorandum No. 12, s. 2016

**COMPOSITION OF WORKING COMMITTEE FOR THE DIVISION MANAGEMENT
COMMITTEE MEETING**

A. Registration

Mary Angelic Federoso
Rhea Escalante
Mary Joy Mendoza

B. Food and Venue

Verna Cabaya
Armando A. Caringal

C. Documentation

Diana Topacio
Laura Garcia
Ma. Jovy Legaspi
Junel Inky Santiago (Photodocumenter)
Cherry Ann Sinsay (Photodocumenter)

D. Program, Invitation, and Technical Support

Mignon Cecille Mangoba
Kevin Herick Avilla
Romnick Cuachin
