

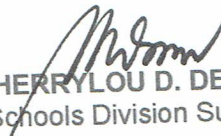
January 3, 2017

DIVISION MEMORANDUM
No. 0005s. 2016

DEPED CAVITE MANAGEMENT COMMITTEE (MANCOM) MEETING

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Public Secondary and Elementary School Heads
All Concerned

1. In an effort to recognize the exemplary performance and accomplishments of DepEd Cavite Learning Leaders and Learning Centers as well as discuss relevant issues and concerns, this Office will hold the first Division Management Committee Meeting (MANCOM) for 2017 from January 12, 2016 , 1:00 p.m. to January 13, 2017, 11:00 am at Tagaytay Haven, Mendez, Cavite.
2. The Meeting will specifically showcase recognition of outstanding accomplishments of school heads:
3. Participants to this meeting include OIC-ASDS, CID Chief, Education Program Supervisors, Senior Education Program Specialists, Education Program Specialists, Public Schools District Supervisors, Division Unit Heads, Public Elementary and Secondary School Heads, Division Engineer, Information Technology Officer, Planning Officer, Project Development Officers and Division Medical Officers and Dentists.
4. All participants are required to stay at the meeting venue for the whole duration of the MANCOM. Staying overnight is necessary. Registration starts at 12:30 p.m. of Day 1. Activities shall end at 12:00 noon of Day 2. First meal shall be PM snack of Day 1 and last meal shall be AM snack of Day 2.
5. All participants are expected to wear evening attire (not long gown or cocktail dress) on January 12 and zumba attire for the morning exercise and polka-dotted clothes for the session on January 13.
6. All participants shall pay a registration fee of five hundred pesos (Php 500.00) which will be charged against MOOE.
7. The composition of the Executive and Working Committee is attached in this Memorandum.
8. Immediate and wide dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

ELIAS A. ALICAYA JR.
OIC, Asst. Schools Division Superintendent

ELPIDIA B. BERGADO
Chief, Curriculum Implementation Division

WORKING COMMITTEE

Certificate	SGOD-HRD
Program Management, Food and Accommodation	CID
Registration & Attendance	EPS II - ALS
Technical	ITO
Documentation	OSDS Staff
Welfare	Medical Team