



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083
December 27, 2018



DIVISION MEMORANDUM
NO. 377 s., 2018

DIVISION MANAGEMENT COMMITTEE MEETING

TO: OIC, Assistant Schools Division Superintendents
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. In view of our bid to sustain efforts on quality management system and continuous improvement, please be informed that this Office will hold the Division Management Committee (MANCOM) Meeting on January 10, 2019 from 8:00 a.m. to 5:00 p.m. at Tagaytay Haven Ulat, Brgy Francisco, Ulat Road, Tagaytay City, Cavite.
2. The meeting aims to gather all DepEd Cavite key officials and school leaders to:
 - a. discuss the goals and directions of curriculum and instruction;
 - b. explain the nature and significance of service orientation of public schools;
 - c. orient the school heads on quality management system in school context; and
 - d. recognize best schools in various facets of school leadership.
3. Assistant Schools Division Superintendents, Division Chiefs, Unit/ Section Heads, Education Program Supervisors and Specialists for ALS, Public Schools District Supervisors, Senior Education Program Specialists, and Elementary and Secondary School Heads are required to attend this meeting. **Representatives or substitutes are not allowed.**
4. This event will be hosted by the North Cluster headed by Public Schools District Supervisors of Kawit, Naic, Noveleta, Rosario and Tanza. Please be reminded that no teaching personnel shall serve as part of the working committees for the said meeting.
5. Participants should come in business attire and are expected to be in the venue at 7:00 a.m. in the morning for registration while opening program will be at 7:30 a.m.
6. Registration fee of Php 1,200.00 shall be borne by each participant charged against school funds.
7. Food and venue shall be charged to registration fee while other related expense shall be charged to Division MOOE subject to usual accounting and auditing procedures.
8. Widest dissemination of this Memorandum to all concerned is earnestly desired.

CERRYLOLD REPIA

Schools Division Superintendent