



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

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January 20, 2020

DIVISION MEMORANDUM
No. 002, s. 2020

**DIVISION MANAGEMENT COMMITTEE (MANCOM)
MEETING 2020**

TO: Assistant Schools Division Superintendent
OIC Assistant Schools Division Superintendent
Chief, CID
OIC Chief, SGOD
Public Schools District Supervisors
Elementary/ Secondary School Heads
Division Office Personnel
All Concerned

1. This Office shall hold the Division Management Committee Meeting (MANCOM) on January 20, 2020 at Cavite Provincial Gymnasium, Trece Martires City, Cavite.
2. The meeting aims to gather all DepEd Cavite key officials and personnel to discuss crucial issues and concerns on the schools operations and important updates relevant to DepEd priorities and programs.
3. All Assistant Schools Division Superintendent, Division Chiefs, Unit and Section Heads, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialist, Project Development Officers and Elementary and Secondary School Heads are required to attend this meeting. **Representatives or substitute is not allowed.**
4. Participants are expected to be at the venue at 7:30 in the morning for the registration.
5. Food, venue and other related expenses shall be charged to Division HRTD Fund (AC-19-HRTD-023) subject to usual accounting and auditing procedures.
6. Immediate and widest dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA CESO V
Schools Division Superintendent