

Republic of the Philippines

Department of Education

REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 31, 2023

DIVISION MEMORANDUM

No. 306 s. 2023

DIVISION MANAGEMENT COMMITTEE MEETING

To: Assistant Schools Division Superintendents

Chief, CID & SGOD

Education Program Supervisors

Public Schools District Supervisors

Secondary School Principals

- 1. The SDO Cavite Province will conduct an On-Site Management Committee Meeting on **Thursday**, **August 3**, **2023**, **8:30 AM-5:00 PM**, with the District of Carmona as host. It will be held at Carmona Community Center (C3), Carmona.
- 2. The agenda of the meeting are as follows:
 - a. Status of the Implementation of National Learning Camp (NLC);
 - b. Preparation for the Opening of Classes;
 - c. OPCRF/IPCRF;
 - d. Important DepEd Issuances;
 - e. Brigada Eskwela; and
 - f. Other Matters.
- 3. Participants to the said meeting are Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors, Functional Unit Heads (Administrative Officer V, Planning Officer, SEPS SocMob, Administrative Officer IV HR, Accountant III, Budget Officer, Administrative Officer IV Cash, Administrative Officer IV Supply, and DRRM Officer), Public Schools District Supervisors, and Secondary School Heads.
- 4. Food, accommodation and other incidental expenses relative to this activity shall be charged against Carmona District while travel expenses shall be charged to local funds of Offices of the participants. All expenses shall be subject to usual accounting & auditing rules & regulations.
- 5. Strict adherence to the IATF Health Protocols & Office Health Standards must be observed in the conduct of this activity.



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite

6 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849

www.depedcavite.com.ph

<u>deped.cavite@deped.gov.ph</u>



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- 6. For inquiries and clarification, you may email deped.cavite@deped.gov.ph with subject title "Division MANCOM Meeting 2023 Concern".
- 7. Immediate dissemination of this Memorandum is desired.

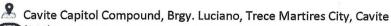
ROSEMARIE D. TORRES, CESO V

Schools Division Superintendent

Encl.: None
Reference: None
To be Included in the <u>Perpetual Index</u>
Under the following subjects:
MEETING
SCHOOL HEADS

RDT/ DM No. 306 s. 2023 BU-25494/ 07/31/2023





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