



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. OPCR/IPCRRF;
 - 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.



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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 Perpetual Index





Under the following subjects:

MEETING

SCHOOL HEADS

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



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