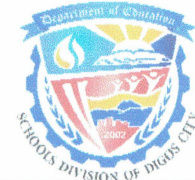




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 235, s.2018

March 12, 2018

**MANAGEMENT COMMITTEE (MANCOM) MEETING**

To: Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Senior Education Program Specialists  
Division Heads of Sections (AO-V, AO-IV-HR, Cashier, Budget Officer, Accountant, Property Officer and Records Officer)  
ITO  
Legal Officer  
Education Program Supervisor-SGOD  
Planning Officer  
Education Program Specialists II  
PDO II-DRRM  
Division Engineer  
Health & Nutrition-Head  
Elementary & Secondary/SHS School Heads including the SICs/OICs of Extension and Annexes Classes

1. To address the different concerns and issues of this division, this office will conduct a Management Committee (MANCOM) Meeting on March 14, 2018 (Wednesday) at Nakayama Function Hall, Digos City.
2. The conference proper will start at 8:00 AM.
3. The registration fee and travel expenses of the participants shall be chargeable against the Division/School MOOE funds subject to the usual accounting and auditing rules and regulations.
4. Wide and immediate dissemination of this memorandum is earnestly desired.

**WINNIE E. BATOON, EdD**  
Officer in Charge  
Office of the Schools Division Superintendent

