



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
 Tacloban City

August 10, 2022

**DIVISION MEMORANDUM**  
 No. 370 s. 2022

**4th DIVISION MANAGEMENT COMMITTEE MEETING FOR  
 PUBLIC SCHOOL ADMINISTRATION CALENDAR YEAR 2022**

**To:** Assistant Schools Division Superintendent  
 Division Chiefs  
 Education Program Supervisor  
 Public Schools District Supervisor  
 Public Elementary and Secondary School Heads  
 Section and Unit Heads  
 All Other Concerned Personnel

1. The Schools Division Office of Tacloban City announces the Conduct of the 4th Division Management Committee Meeting for Public School Administrators for Calendar Year 2022 on August 23, 2022 in a venue to be announced later. This convergence meeting is hosted by CID and Co-hosted by DLC 1 headed by Niceta L. Galura.
2. The participants are all **64** Public School Heads from Elementary and Secondary Schools, **10** Public School District Supervisors, **5** Education Program Supervisors from CID ( LR, ALS, TA, Private Coordinator, Filipino Focal) **6** Section/Unit Heads from SGOD, **4** Unit heads from OSDS (Acctng, Budget, HR, supply), **2** Division Chiefs, ASDS, SDS, a total of **93** participants.
3. All Public School District Supervisors of the 10 Districts are directed to prepare a report and render the same during the said activity on the 22nd day of this month. A sample format will be shared to you through the CID Group Chat.
4. A registration of **Php 800.00** shall be collected from the participants charged to Division/School Local Funds subject to the usual accounting and auditing procedures. Expenses incurred relative to the conduct of 4th Division MANCOM shall cover the 2 snacks, 1 lunch, tarp, and other incidental expenses.
5. For information, guidance and compliance of all concerned

  
**MARIZA S. MAGAN, EdD, CESO V**  
 Schools Division Superintendent

  
**RELEASED**  
 Date: 8/10/22  
 Time: 1:24  
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