

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

DIVISION MEMORANDUM

No. 003, S. 2023

1st DIVISION MANAGEMENT COMMITTEE MEETING CY 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
EPS/SEPS/PSDS
Elementary/JHS/SHS School Heads
Division Unit & Section Heads
All Others Concerned

1. To provide updates relative to the 5 days full in-person classes and discuss policies and actions that will address issues, concerns, and problems in accordance with the national educational policies, plans, and standards, this Division shall conduct the 6th Division Management Committee Meeting on January 11, 2023. **The venue will be the LNHS Audio-Visual Hall.** The activity shall be hosted by the OSDS and Co-Hosted by Mrs. Josefina G. Tanpiengco and LNHS.

2. The participants are as follows:

Participants	Number
SDS & ASDS	2
ICT, AO 5, HR, Legal, EFU, Budget, Accounting, Supply, Records and Cashier	10
CID CES	1
EPS	11
PSDS	10
SGOD CES	1
HRD (2), M&E, Planning, Research, EPS, Soc Mob (2), DRRM, Youth Formation (2), HNU, Feeding Coordinator, Vaccination Coordinator	14
School Heads	61
Total	110

3. A Registration Fee of Four Hundred Fifty Pesos (Php 450.00) shall be collected for each participant to cover expenses for 2 snacks and 2 meals (Lunch & Dinner) which shall be charge against local funds subject to the usual accounting and auditing rules and regulations.
4. The Co-Host DLC shall prepare the stage, organize program of activities, take down the minutes of the ManCom Meeting proper, and make the Activity Completion Report with pictorial documentation.
5. Immediate dissemination of and strict compliance of this Memorandum are desired.

MARIZA S. MAGAN, Ed.D., CESO V
Schools Division Superintendent



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RELEASED
Date: 1/5/23
Time: 3/0
Signature: _____