



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

January 16, 2023

**DIVISION MEMORANDUM**

No. 016, s. 2023

**2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2023**

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors and Public School District Supervisors  
 Public Secondary and Elementary School Heads  
 Division Unit and Section Heads  
 All Others Concerned

1. Ascertaining the successful implementation of programs, projects and activities of DepEd Tacloban City Division is a primary concern of the Division's Management Committee. Thus, the need for a regular consultative and collegial interaction among its members to deliberate and discuss important matters, issues and concerns relative to the operation of the entire Division.

2. In line with this, the 2<sup>nd</sup> Division MANCOM will be conducted on February 14-15, 2023. This activity will be hosted by the Curriculum Implementation Division (CID) and co-hosted by the District Learning Center (DLC) VII. The venue of this activity will be announced later.

3. The participants of are as follows:

Participants	Number
Office of the SDS: SDS and ASDS	2
Unit Heads of: ICT, AO, HR, Legal Officer, Accounting, Supply, Records and Cashier	10
CID: Chief Educ. Supervisor (1), EPS (11), PSDS (10)	22
SGOD: Chief ES (1), EPS (1), HRD (2), M&E (1), Research (1), Planning (1), Soc. Mob. (2), DRRM (1) Youth Formation (2), HNU (1), Feeding Coordinator (1), Vaccination Coordinator (1)	15
School Heads	61
<b>TOTAL</b>	<b>110</b>

4. A registration fee of Three Thousand pesos (PhP3,000.00) shall be collected from each participant to cover expenses for the venue rental and meals for 2 days (1 heavy snack, 2 light snacks, 1 breakfast, 1 dinner, 2 lunch), and other incidental expenses which shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. For wide dissemination and strict compliance of all concerned.



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

**RELEASED**  
 Date: 1/16/23  
 Time: 10:29  
 Signature: [Signature]