



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

2nd 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 **2nd Division MANCOM** will be conducted on **February 16-17, 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 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
TOTAL	110

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 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: _____