



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

July 14, 2023

**DIVISION MEMORANDUM**

No. 399, s. 2023

**5<sup>th</sup> DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2023**

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Division Unit and Section Heads  
 All other 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 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 5<sup>th</sup> Division MANCOM will be conducted on August 7, 2023. This activity will be hosted by the Curriculum Implementation Division (CID) and co-hosted by the District Learning Center (DLC) X, headed by PSDS Dr. Lita V. Jongco. 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, Budget, Supply, Records and Cashier	11
CID: Chief Education 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	60
<b>TOTAL</b>	<b>110</b>

4. A registration fee of Eight Hundred pesos (PhP 800.00) shall be collected from each participant to cover expenses for the venue rental and meal (2 snacks and 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.



**JUDELLA RUIZ-LUMPAS, EdD., CESO VI**  
 Schools Division Superintendent

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