



Republic of the Philippines
Department of Education
Region VIII-Eastern Visayas
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

November 30, 2023

DIVISION MEMORANDUM

No. 705 s. 2023

3rd DIVISION MANCOM OF PRIVATE SCHOOLS AND STATE UNIVERSITIES
AND COLLEGES (SUC's) ADMINISTRATORS

To: Chief Education Program Supervisors
Public Schools District Supervisors
Private/ SUC's Elementary and Secondary School Heads
All Others Concerned

1. In order to have an effective planning, management and implementation of various programs and projects and activities of the Private Schools and SUC's the Schools Division Office (SDO) shall conduct a Division Management Committee Meeting (MANCOM) with the theme "***Beyond Borders: Shaping Educational Endeavor for 2024:***" on December 7, 2023 (Thursday), from 8:00 AM and onwards at Liceo Del Verbo Divino VOR Hall.
2. The activity aims to:
 - a. reorient private school/SUCs administrators on the recent DepEd issuances;
 - b. present the year-end accomplishment report of each district (5-10 minutes);
 - c. address issues and concerns; and
 - d. other matters


3. Participants to this activity are the following:

SDS, ASDS	-	2
Chiefs	-	2
Private/SUCs School Heads/Administrators-		36
PSDSs	-	10
Division Private Schools Coordinator	-	1
Senior High School Coordinator	-	1
Planning and Research	-	2
M&E Section	-	2
Total	-	56

4. The host of the Division MANCOM is DLC 5 headed by Dr. Niceta L. Galura with the following School Heads/Administrators:

- a. Sacred Heart School - Ida D. Cabalona
- b. Liceo Del Verbo Divino - Sister Andrea A. Tomanda
- c. Alpha Omega Learning Center - Federico A. Quino
- d. Leyte Colleges - Atty. Joseph A. Gamez

5. There shall be a registration fee of Six Hundred Pesos (P 600.00) per participant which shall be paid directly to the Host District on or before December 6, 2023 to defray expenses for one (1) lunch, two (2) snacks, stage decoration, certificates, leis and other incidental expenses which shall be charged against Local/School/MOOE funds subject to the usual accounting and auditing rules and regulations. Link for the pre-registration shall likewise be sent in our group chat by the host district.
6. Further, each district shall select one (1) representative to present the year end accomplishment report which shall contain the following areas:
 - a. Best practices in the conduct of school learning recovery plan
 - b. Awards and Recognition
7. Strict compliance is directed and wide dissemination of this Memorandum is enjoined.


JUDELLA R. LUMPAS, EdD, CESO VI
Schools Division Superintendent

