



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

DIVISION MEMORANDUM

No. 255 2024

TO: **Asst. Schools Division Superintendent
SGOD and CID Chiefs
Private Schools/ SUCs Administrators
All Others Concerned**

SUBJECT: **DIVISION MANCOM OF PRIVATE SCHOOLS AND STATE
UNIVERSITIES AND COLLEGES (SUCs)**

DATE: March 25, 2024

1. In order to have an effective planning, management and implementation of various programs, projects, and activities of the Private Schools and SUCs, the Schools Division Office (SDO) shall conduct a Division Management Committee Meeting (MANCOM) with the theme **“Working as One: Raising the Level of Quality Basic Education”** on April 5, 2024 (Friday) from 8:00AM-5:00 P.M. at Sophia’s Way, Tacloban City.
2. The activity aims to discuss the following concerns:
 - a. PEAC Updates
 - b. Results and Findings of the Division/Regional headcount of GASPTTE Recipients
 - c. Checking of School Forms and Accomplishments of BEIS forms for SY 2023-2024
 - d. Updates on the Government Permit and Recognition
 - e. Issuance of Special Orders for Grade 12 Graduates
 - f. EOSY Rites
 - g. Crafting of the School Calendar of Activities SY 2024-2025
 - h. Other Matters
3. Participants to this activity are the following:

SDS, ASDS	-	2
Chiefs	-	2
Private/SUCs School Head/Administrators	-	36
Legal Officer	-	1
PSDSs	-	10
Division Private Schools Coordinator	-	1
Senior High School Coordinator	-	1
Planning Officer	-	1
M&E Section	-	1
Total	-	55



4. The host of the Division MANCOM is DLC 1 headed by **Melinda P. Severino** with the following School Heads/Administrators:
 - a. MSH Sisters Academy - **Rev Mother Gemma A. Silvero, MSG**
 - b. Ley-Sam Baptist Academy- **Pastor Jerry S. Tanawan**
 - c. St. Joseph Freinademetz School Inc.- **Sister Carmela Luana**

5. There shall be a registration fee of Eight Hundred Fifty Pesos (P 850.00) per participant which shall be paid directly to the Host District on or before April 5, 2024 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 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. Strict compliance is directed and wide dissemination of this Memorandum is enjoined.

Sherlita A. Palma

SHERLITA A. PALMA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

