



Republic of the Philippines
Department of Education
National Capital Region

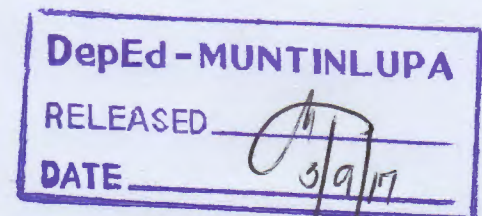
SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

March 7, 2017

MEMORANDUM


No. 034, s. 2017

TO: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Division / District Supervisors & Coordinators
Senior Education Program Specialists
Administrative Officers
Public Elementary and Secondary School Principals / Officers-in-Charge



First Division ManCom Meeting for 2017


1. This Office announces the conduct of the First Division ManCom Meeting for 2017 on March 10-11, 2017 at Lola Corazon Leisure Farm, Candava, Pampanga.
2. Transportation, Board and Lodging expenses shall be charged to SDO MOOE subject to the usual accounting and auditing rules.
3. Participants shall converge at the Student Center for Education and Life Skills on or before 7:00 in the morning. Canter and flexi vans leave for Candava at exactly 7:30 A.M.
4. Please refer to the attached list of participants.
5. Immediate and wide dissemination of this Memorandum is desired.


MAURO C. DE GULAN Ed. D.
Schools Division Superintendent



Participants to the ManCom Meeting

SDS Office	(6)
1. SDS	
2. ASDS	
3. Legal Officer	
4. IT Officer	
5. Accountant	
6. Budget Officer	
Administrative Division	(5)
1. Admin Officer V	
2. Cash	
3. Personnel	
4. Supply / Property	
5. Records	
Curriculum and Implementation Division	(17)
1. CID Chief	
2. Education Program Supervisors & Coordinators (8)	
3. Public School District Supervisors (6)	
4. CMLD Supervisor	
5. EPS - ALS	
Schools Governance & Operation Division	(8)
1. SGOD Chief	
2. SEPS	
3. Engineer III	
4. Head, Medical	
5. Head, Dental	
School Heads	(23)
1. Elementary (17)	
2. Secondary (6)	
Staff / Secretariat	(1)
TOTAL	60



Working Committees

Secretariat / Documentation / Registration

Ivy M. Romano
Dr. Emely V. Ambrocio
Florian T. Belen

Food

Noemi A. Valdez

Accommodation / Billeting

Lourdes V. Rodilla

Program

Gina U. Urquia

Transportation

Dr. Remedios R. Cunanan