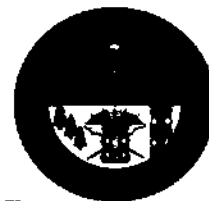




DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway P-6, Casisang, Malaybalay City
Website: depedmalaybalay.net email: depedmalaybalay@gmail.com
Tel: (088) 221 - 4597 / Telefax: (088)813 - 2894



DIVISION MEMORANDUM

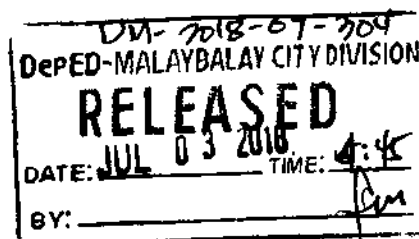
No. 704 s. 2018

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Heads
This Division

FROM:  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE: July 3, 2018

SUBJECT: SECOND DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING



1. The **Second Division Management Committee (MANCOM) Meeting** is scheduled on **July 6, 2018 (Friday)** from **8:30am to 5:00pm** at Veranda, Casisang, Malaybalay City.

2. Agenda to be taken are as follows:

A. CID

- Classroom Structuring
- Learning Resources
- School/Classroom Environment
- Updated Profile of teachers

B. SGOD

- School Calendar for School Year 2018-2019
- Division Calendar for School Year 2018-2019
- Executive Order No. 66 s. 2012
- Enrollment Quick Count
- School Readiness Profile

C. DAPPSHI and PESPA

Submit collated concerns that needs management's attention using the template below not later than July 5, 2018 to **Lorenzo O. Capacio, EdD**, Chief Education Supervisor, Schools Governance and Operation Division.

Issue	Recommendation	Management Comment/ Action

3. The participants of the DMANCOM is indicated below:

Division Office	Participants	No
	SDS	1
	ASDS	1
	SECTION and UNIT HEADS	8
	CES, SGOD and CID	2
	EPS, PSDS, PDO II, EPS II and LIBRARIAN	19
	EPS, SEPS, EPS II and ENGR. III	8
Schools		
	Elementary & Secondary School Heads	62
	Asst. School Principal II	3
	Assistant School Head	1
	Total	105

4. Meals, snacks, and materials for the activity are chargeable to School MOOE/local funds subject to usual accounting and auditing rules and regulations.

5. Queries on this matter can be relayed to **Vince G. Sanmiguel**, SEPS- Planning and Research at 09977430320.

Copy furnished:
Records Unit
Planning & Research Section
To be posted in the website.