




Republic of the Philippines  
**Department of Education**  
DIVISION OF MALAYBALAY CITY

DM- 2018- 09- 431  
DepED-MALAYBALAY CITY  
**RELEASED**  
DATE: ~~SEP 20 2018~~ TIME: 3:05  
BY: 

**DIVISION MEMORANDUM**

No. 431 s. 2018

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

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

**DATE:** September 19, 2018

**SUBJECT: ADDENDUM TO DIVISION MEMORANDUM 411 S. 2018 Re: THIRD  
DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

1. This Office informs the field that the venue of the Third Division Management Committee (MANCOM) Meeting scheduled on **September 21, 2018 (Friday)** from **8:30am to 5:00pm** will be held at **Veranda, Casisang, Malaybalay City**.
2. All other provisions of the aforementioned Memorandum still remain in effect.

Copy furnished:  
Records Unit  
Planning & Research Section

To be posted in the website.



Republic of the Philippines  
**Department of Education**  
 DIVISION OF MALAYBALAY CITY

Enclosure 1 (Division Memorandum No. 431 s. 2018)

<b>COMMITTEES</b>	<b>PERSON INVOLVED</b>	<b>DUTIES &amp; RESPONSIBILITIES</b>
Steering	<b>Chairman</b> Vicente G. San Miguel	➤ Prepare the Mancom documents and related preparations
Hall Preparation	<b>Chairman</b> Edelina M. Ebor <b>Co-Chair</b> Jimdandy S. Lucine	➤ Prepare the Mancom Venue and the hall arrangement
Secretariat	<b>Chairman:</b> Marsfith M. Mamawag <b>Members:</b> Lucilyn M. Cahucom Paterno T. Padua <b>Documentation</b> Manuel Dintayan III	➤ Prepare the Mancom Minutes and kit ➤ Do the documentation of the whole Mancom proceedings
Food and Refreshment	<b>Chairman:</b> Rosie A. Salupado <b>Members:</b> Edwin A. Cariaga Markus Julieta K. Fulgencio	➤ Coordinate with the venue crew for the distribution of the meals and snacks.