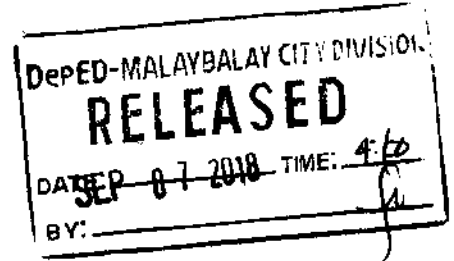




Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, P 6, Casisang, Malaybalay City
Telefax # 088-314-0094, malaybalay.city@deped.gov.ph

DIVISION MEMORANDUM

No. 411, s.2018



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

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

DATE : September 7, 2018

RE : **THIRD DIVISION MANAGEMENT COMMITTEE (MANCOM)
MEETING**

1. The Third Division Management Committee (MANCOM) Meeting is scheduled on September 21, 2018 (Friday) from 8:30 A.M. to 5:00 P.M. at a venue to be announced in a separate memorandum.

2. Agenda to be taken are as follow:

A. CID

- Instructional Supervision Tool
- Mid-Year Review Activities

B. SGOD

- NMRAA Preparations
- World Teacher's Day Celebration

C. OSDS

- Signing Authorities on Certain Financial and Administrative Concerns
- Streamlining Submission of Documents
- Feedback on Disposal Activities

D. DAPPSHI and PESPA

Submit collated concerns that need management's attention using the template Below not later than September 14, 2018 to **Lorenzo O. Capacio, EDD**, Chief Education Supervisor, School Governance and Operations Division.

Issue	Recommendation	Management Comment/Action

3. The participants of the MANCOM are 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 and Secondary School Heads	62
	Asst. School Principal II	3
	Assistant School Head	1
	Total	105

4. Substitution is not allowed. Application for Vacation Leave, Forced Leave and others filed on the said date previously approved by the Office are deemed cancelled.

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

Copy furnished:
Records Unit
SGOD

TO BE POSTED IN THE WEBSITE