



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM-2023-09-305
DEPED MALAYBALAY CITY DIVISION
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SEP 08 2023 me: 9:10
By: [Signature]

DIVISION MEMORANDUM
NO. 306 S.2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
All School Heads
All Others Concerned
This Division

From:  **CHERRY MAE L. REYES, PhD, CESO V**
Schools Division Superintendent

Date: September 7, 2023

Subject: **4TH DIVISION MANAGEMENT COMMITTEE MEETING**

1. This Office hereby informs the field on the conduct of the **4th Division Management Committee Meeting (MANCOM)** on **September 11, 2023 (Monday)** at exactly 8:00 o'clock in the morning to 5:00 in the afternoon at Loizas, Pavillion, Grand Hall, Casisang, Malaybalay City, Bukidnon.

2. The participants to this meeting are:

- a. Assistant Schools Division Superintendent
- b. Chief Education Supervisors, CID and SGOD
- c. Education Program Supervisors
- d. Public Schools District Supervisors
- e. Senior Education Program Specialists,
- f. Education Program Specialists
- g. Division Engineer
- h. Public Elementary and Secondary School Heads/Teacher-In-Charge/School In-Charge and
- i. Unit Heads



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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3. The following ad hoc committee shall take charge with the preparation and documentation of the said meeting.

Secretariat:

Mary Gladys J. Dublas
Marsfith M. Mamawag
Karl C. Pagaran -Program Master

Hall Preparation:

Edelina M. Eborra
Manuel L. Dinlayan II and GS

Technical:

Rex C. Dacanay
Rio G. Arbutante

Medical Team

Maria Sarline R. Openiano-Flores, MD, MPM
Jennifer L. Madelo and Kezzia Fatima M. Un

4. In addition, all school heads shall wear their district uniform with blazer as well as the division office personnel.

5. Should there be queries contact *Woodrow Wilson B. Merida*, Senior Education Program Specialist, Human Resource Development at 09664752094.

Copy furnished:

Records Unit
HRD



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