



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF ISABELA

**MEMORANDUM**

To: Public Schools District Supervisors/Districts In-Charge  
Secondary School Heads  
Concerned Private School Administrators  
All Others Concerned

From: **MADELYN L. MACALLING, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

Date: February 18, 2020

Subject: **DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

1. This Office announces the conduct of the **Regular Division Management Committee (MANCOM) Meeting** on **February 20, 2020** to be held at Piazza Zicarelli Hotel and Restaurant, Upi, Gamu, Isabela.
2. The following are the expected participants for the activity:

PARTICIPANTS	TOTAL
Public Schools District Supervisors/Districts In-Charge	44
Secondary School Heads/Principals	175
Central School Principals	44
OSDS/CID/SGOD (SDO Proper)	37
<b>Total:</b>	<b>300</b>

3. The activity shall start promptly at 8:00 AM. All participants shall come in their casual attire. Attendance is a must and **no proxy is allowed**.
4. Meals and snacks of participants shall be incurred in the SDO Maintenance and Other Operating Expenses (MOOE) while travelling and other incidental expenses of participants shall be charged to their respective local funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is earnestly enjoined.

DEPED - ISABELA  
**RELEASE**  
DATE: 2-18-2020  
BY: [Signature]  
CONTROL NO. 116



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