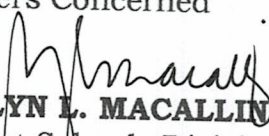




Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF ISABELA

**MEMORANDUM**

**TO:** Assistant Schools Division Superintendents  
LD Coordinators and Division Chiefs  
Education Program Supervisors/Specialists  
Public Schools District Supervisors/Districts In-Charge  
Public Secondary School Principals/Heads  
SDO Unit/Section Heads  
All Others Concerned

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

**DATE:** September 8, 2021

**SUBJECT:** **Virtual Division Management Committee (ManCom) Meeting**

1. As an offshoot of the Regional ManCom Meeting conducted on September 6, 2021, a Virtual Division Management Committee (ManCom) Meeting shall be conducted on **September 10, 2021 (Friday)** to start at exactly 8:00 AM.
2. The agenda include the updates and administrative matters discussed on the aforementioned meeting.
3. Identified participants of said meeting are ASDSs, LD Coordinators, Chief Education Supervisors, Education Program Supervisors and Specialists, Unit/Section Heads, Public Schools District Supervisors/Districts In-Charge and Secondary School Heads.
4. The Virtual ManCom Meeting shall be accessed using Microsoft Teams through a link to be uploaded in the official chat groups. Participants are advised to log-in thirty (30) minutes before the start of the meeting using their registered DepEd email accounts. They are also reminded to observe proper etiquette in attending virtual meeting.
5. Expenses incurred to this activity shall be charged from MOOE or any available local funds subject to the existing accounting and auditing rules and regulations.
6. For information and guidance.

Alibagu, City of Ilagan, Isabela 3300  
(078) 323-0281; (078) 323-2015  
[isabela@deped.gov.ph](mailto:isabela@deped.gov.ph)

 [deped-isabela.com.ph](http://deped-isabela.com.ph)  
 [Sdo Isabela](https://www.facebook.com/SdoIsabela)

Doc Code:	<b>FM-ORD-003</b>	Rev:	<b>00</b>
As of:	<b>July 2, 2018</b>	Page:	<b>1</b>

