



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. G.M. Reyes Street, Kalibo, Aklan



November 12, 2019

DIVISION MEMORANDUM

No. 405, s. 2019

10th DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR 2019

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public and Private Elementary, Secondary and
Integrated School Heads
Other Division Personnel
All Others Concerned

1. This is to announce to all concerned the schedule and venue of the 10th Division Management Committee Meeting for 2019.

10th ManCom – November 15 and 18, 2019

Participants	Date and Time	Venue
CES, EPS, PSDS, Unit and Section Heads of Division Office proper, Public Elementary, Secondary and Integrated School Heads, Teachers-In-Charge and Officers-In-Charge – Eastern Side of Aklan	November 15, 2019 8:00 A.M. to 5:00 P.M	Aklan Public School Teachers Association (APSTA) Center, Kalibo, Aklan
CES, EPS, PSDS, Unit and Section Heads of Division Office proper, Public Elementary, Secondary and Integrated School Heads, Teachers-In-Charge and Officers-In-Charge – Western Side of Aklan	November 18, 2019 8:00 A.M. to 5:00 P.M	Aklan Public School Teachers Association (APSTA) Center, Kalibo, Aklan

Notes:

- a. **School Heads should bring their Head Teachers (HTs), a maximum of 2 HTs only per school,**
 - b. **Teacher-In-Charge of lone teacher schools should NOT attend.**
2. No registration fee will be collected. Expenses for lunch and snacks will be charged against the Division MOOE funds. Travel and other allowable expenses of school-based participants are chargeable against School MOOE funds subject to the usual accounting and auditing rules and regulations.
 3. Immediate and wide dissemination of this memorandum to all concerned is enjoined.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

EDSELYN T. BIRAY PhD
Education Program Supervisor I
In-Charge of the Division