



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Arch. Gabriel M. Reyes St., Kalibo, Aklan



June 5, 2018

**DIVISION MEMORANDUM**

No. 150, s. 2018

**2<sup>ND</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR THE YEAR 2018**

**To: Chief Education Supervisors  
Public Schools District Supervisors  
Principals/Head Teacher In-Charge of the District  
Senior/Education Program Specialists  
Division Office Unit and Section Heads  
Heads of Public and Private Elementary,  
Secondary/Integrated Schools  
All Others Concerned**

1. There will be a Management Committee Meeting on Wednesday, June 20, 2018, 8:30 A.M. to 5:00 P.M. at Sampaguita Gardens, New Washington, Aklan. Regional Director Ma. Gemma M. Ledesma, CESO V, will give important inputs to the participants.
2. The participants to this activity are the Chief Education Supervisors (CES), Public Schools District Supervisors (PSDS), Principals and Head Teacher In-Charge of the District (PID/HTID), Senior/Education Program Specialists, Division Office Unit and Section Heads, School Heads of **public and private** elementary, secondary and integrated schools. **Only the cluster head shall attend for clustered schools.**
3. A registration fee of Six hundred pesos (Php600.00) shall be charged each public and private elementary/secondary/integrated school head. This shall cover rentals, meals, and other incidental expenses.
4. **Pre-registration of school head-participants is required.** The list of participants per district together with the full payment for registration fee shall be **remitted by the PSDS/PID/HTID** to Mrs. Feby D. Moleta, Division Cashier, on or before Wednesday, June 13, 2018.
5. Immediate and widest dissemination of this memorandum is desired.

  
**Dr. SALVADOR O. OCHAVO, JR., CESO VI**  
Schools Division Superintendent

Enclosure: None

Reference: None

To be indicated in the Perpetual Index  
under the following subjects

MEETING PLANS

/jrn

*"May katawhayan ag kalipayan sa among mga escuelahan."*

Department of Education  
Region VI - Western Visayas  
DIVISION OF AKLAN  
Kalibo, Aklan

**REGISTRATION**

2nd DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR THE YEAR 2018  
JUNE 20, 2018

DISTRICT: \_\_\_\_\_

SECONDARY (IUs and NON-IUs)

No.	NAME	SCHOOL	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
		<b>TOTAL</b>	

OFFICIAL RECEIPT NO. : \_\_\_\_\_

DATE : \_\_\_\_\_

Prepared by:

**FEBY D. MOLETA**  
Administrative Officer IV

Department of Education  
Region VI - Western Visayas  
DIVISION OF AKLAN  
Kalibo, Aklan

**REGISTRATION**

2nd DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR THE YEAR 2018  
JUNE 20, 2018

**DISTRICT:** \_\_\_\_\_

**ELEMENTARY**

No.	NAME	SCHOOL	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
		<b>TOTAL</b>	

OFFICIAL RECEIPT NO. : \_\_\_\_\_

DATE : \_\_\_\_\_

Prepared by:

**FEBY D. MOLETA**  
Administrative Officer IV