



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



February 21, 2019

DIVISION MEMORANDUM  
No. GI, s. 2019

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETINGS FOR THE YEAR 2019**

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Senior/Education Program Specialists  
School Heads of Public Elementary, Secondary and Integrated Schools  
Division Office Unit and Section Heads and Staff Concerned  
All Others Concerned

1. This is to inform the field of the schedules of the Management Committee (MANCOM) Meeting for the year 2019 which will start in March 2019.
2. The objective of this activity is to deliver updates and disseminate information to all concerned on the programs, projects and activities of the Department of Education-Division of Aklan.
3. The participants to this activity are the:
  - a. Chief Education Supervisors
  - b. Education Program Supervisors
  - c. Public Schools District Supervisors
  - d. Senior/Education Program Specialists
  - e. School Heads of Public Elementary, Secondary and Integrated Schools (only the cluster head for cluster schools will attend)
  - f. Division Office Unit and Section Heads and Staff Concerned

*Notes:*

- i. For regular secondary schools with a principal and a head teacher, only the principal will attend;
  - ii. For tech-voc secondary schools with department heads, only the principal will attend; and
  - iii. For integrated schools with a principal in elementary and a head teacher in secondary, only the principal will attend, both in elementary and secondary (twice).
4. The first MANCOM Meeting will be held on March 20-21, 2019. The venue will be announced later. Take note of the specific schedule, to wit:

Participants	Date and Time	Venue
Elementary School Heads - Eastern Side of Aklan (Altavas, Balete, Banga, Batan, Libacao, Madalag, New Washington, and Kalibo I & II)	March 20, 2019 8:00 A.M. to 12:00 P.M.	To be announced (TBA)
Elementary School Heads - Western Side of Aklan (Numancia, Lezo, Malinao, Makato, Tangalan, Ibajay I & II, Nabas, Malay, and Buruanga)	March 20, 2019 1:00 P.M. to 5:00 P.M.	TBA

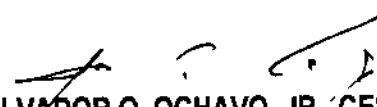
*"May katawhayan ag kalipayan sa among mga escuelahan."*

Participants	Date and Time	Venue
Secondary School Heads	March 21, 2019 8:00 A.M. to 12:00 P.M.	TBA

5. There will be no registration fee. Snacks will be served.
6. Travel and other expenses relative to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. The tentative schedule of the succeeding MANCOM Meetings will be the following:

Month	Date	Venue
April 2019	April 23-24, 2019	TBA
May 2019	May 22-23, 2019	TBA
June 2019	June 19-20, 2019	TBA
July 2019	July 17-18, 2019	TBA
August 2019	August 22-23, 2019	TBA
September 2019	September 18-19, 2019	TBA
October 2019	October 16-17, 2019	TBA
November 2019	November 20-21, 2019	TBA
December 2019	December 17-18, 2019	TBA

8. Immediate and wide dissemination of this Memorandum is enjoined.

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

Enclosure: None  
 Reference: OSDS Activity Code OC-19-GASS-001  
 To be indicated in the Perpetual Index  
 under the following subjects:

MEETING PLANS

SOO/jm

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