



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**

Arch. Gabriel M. Reyes Street, Kalibo, Aklan



09 March 2018

**The Chief Education Supervisors  
The Education Program Supervisors/Coordinators  
The Public Schools District Supervisors/  
Principals/Head Teacher In-charge of the District  
The Senior/Education Program Specialists  
School Heads of Public and Private Elementary, Secondary and Integrated  
Schools  
Division Office Units/Section Heads  
Others concerned**

Dear Sirs/Mesdames:

Please be informed that there will be a Management Committee (MANCOM) meeting on Wednesday, 14 March 2018, at 8:00 in the morning. (venue to be announced)

The following agenda shall be discussed:


1. SDS concerns;
2. ASDS concerns;
3. Division Chiefs and Unit/Section Heads' concerns: and
4. Other matters

Teachers-in-Charge (TICs) who have designation from the Division Office who handle 6 or more teachers and manage the MOOE of the school are authorized to attend. Expenses incurred shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Proxy is highly discouraged. For your guidance and compliance.

Thank you.

Very truly yours,

  
**Dr. ERNESTO F. SERVILLON, Jr. MNSA, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Division Letter  
No. 45, s. 2018  
/mtr

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