



Department of Education
Region III
DIVISION OF ANGELES CITY



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July 201, 2015

DIVISION MEMORANDUM
No. 156 S. 2015

MANCOM MEETING FOR THE MONTH OF JULY 2015

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Unit Heads

1. This is to inform the field that a Management Committee Meeting (MANCOM) will be held on July 28, 2015, Tuesday, 1:00 p.m. at Gabaldon Building, Angeles Elementary School.
2. The agenda will be as follows:
 - a. Crafting of Work and Financial Plan
 - b. Division Work Flows:
 - b.1 Personnel
 - b.2 Budget
 - b.3 Accounting Unit
 - c. Other Matters
3. A registration fee of P100.00 shall be collected from each participant to defray expenses for 1 snack and 1 meal charged to School MOOE/School Canteen funds subject to usual accounting and auditing rules and regulation.
4. The Cluster 2 shall be in-charge and the recording of the minutes of the meeting.
5. Attendance is a must.
6. Immediate and wide dissemination of this Memorandum is enjoined.

NICOLAS T. CAPULONG, Ph. D., CESO V