



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR	
RELEASED	
DATE: <u>2/1/24</u>	
TIME: <u>8:30 am</u>	
SIGNATURE: <u>[Signature]</u>	

Office of the Schools Division Superintendent

1 FEB 2024

Division MEMORANDUM

No. 052, s. 2024

2ND DIVISION MANAGEMENT COMMITTEE (ManCoM) MEETING CUM SEND-OFF AND WELCOME PROGRAM OF THE INCOMING AND OUTGOING SCHOOLS DIVISION SUPERINTENDENT AND ASSISTANT SCHOOLS DIVISION SUPERINTENDENT.

To: All Public Schools District Supervisors/ District In-charge
All Secondary and Elementary School Heads
Section/Unit Heads
All Others Concerned
This Division

1. To discuss latest policies, guidelines and address issues and concerns, this division will be holding the 2nd Division Management Committee (ManCom) Meeting on **February 7, 2024**. Venue will be announced later.
2. Each participant shall be in formal attire with a touch of red shade (**see attached list of Participants**).
3. Each unit shall prepare 1-minute yell relative to the observance of Love Month.
4. Lunch and two snacks will be served at the venue while travelling expenses of the participants from the field are chargeable against school MOOE, subject to usual accounting rules and regulations.
5. Immediate dissemination of this memorandum is desired.

[Signature]

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: None

References: as stated

JDP//DM -Division ManCom

_____/FEBRUARY 1, 2024