

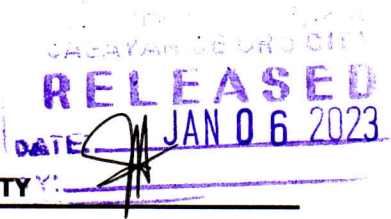


Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



6 January 2023

DIVISION MEMORANDUM

No. 04 s.2023

PLANNING CONFERENCE AND DIVISION MANAGEMENT COMMITTEE MEETING

TO: Lorebina C. Carrasco - OIC ASDS
Jean S. Macasero - OIC-CID Chief
Rosalio R. Vitorillo - SGOD Chief
All Curriculum Implementation Division Personnel (EPS, PSDS, EPS II, Librarian, PDO III)
All Schools Governance Operations Division Personnel
Office of the Schools Division Superintendent Personnel (Accountant III, A.O. V & IV, ICT Planning Officer & Legal Officer)
Elementary and Secondary Public School Heads
This Division

1. Please be informed of the following activities on January 9, 2023 at the National Educators Academy of the Philippines (NEAP), Lapasan, Cagayan de Oro City.

- a. Planning Conference (SGOD, CID, OSDS, section and unit heads in the division. (8:00am-12:00 noon)
- b. Management Committee Meeting (MANCOM) (1:00pm-5:00pm)

2. The school heads are directed to report in the afternoon for the MANCOM meeting. Only one (1) school head will represent each school preferably the lead principal.

3. Southwest 2 District shall take charge of the program, the minutes of the meeting and the attendance of participants.

4. This office promotes Equal Opportunity Principle (EOP). Thus, inclusive and fair treatment shall be accord to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

5. Immediate dissemination and compliance to this memorandum is required.

CHERRY MAE L. LIMBACO - REYES

Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

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For the Schools Division Superintendent

LOREBINA C. CARRASCO

OIC-Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

MANCOM

RHL / DM –schedule of mancom
January 6, 2023



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