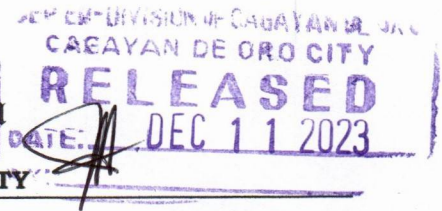




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

7 December 2023

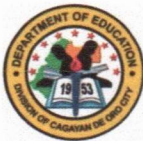
DIVISION MEMORANDUM

No. 681 s. 2023

MANAGEMENT COMMITTEE MEETING AND YEAR-END THANKSGIVING

TO: Assistant Schools Division Superintendent
CTD & SGOD Chiefs
All CTD & SGOD Personnel (EPS, PSDS, SEPS, EPS II, ALS, Planning Officer, Division Engineer, Medical Personnel, Librarian, PDO II & II))
OSDS Personnel (Accountant III, Administrative Officers V & IV, ICT, & Legal Officer)
Elementary and Secondary School Heads
Elementary and Secondary Assistant School Head
All Division Office Personnel
This Division

1. The field is hereby informed of the conduct of the **Management Committee Meeting and Year-end Thanksgiving** on December 18 at 1:00p.m. Venue will be announced through a separate issuance.
2. The MANCOM will start at exactly 1:00p.m. and will be attended by the assistant schools division superintendent, division chiefs, CTD and SGOD personnel, accountant III, administrative officers IV and IV, information technology officer, legal officer, and all elementary and secondary school heads and assistant school heads.
3. School heads of Southwest II district shall take charge of the MANCOM program, the minutes of the meeting, and the attendance of the participants.
4. The year-end thanksgiving will start at 5:00p.m. and will be attended by the MANCOM family and all Division Office personnel.
5. Attire for all participants during the MANCOM and year-end thanksgiving is Mindanaoan ethnic formal attire.
6. In adherence to Equal Opportunity Principle (EOP) inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
7. This Office directs the immediate and wide dissemination of this Memorandum.



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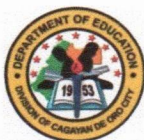
ROY ANGELO E. GAZO

Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

MANCOM
YEAR-END THANKSGIVING

DMSA/ATB/ DM – management committee meeting and year-end thanksgiving
December 7, 2023



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