



Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

RELEASED

JUN 10 2025

10 JUN 2025

DIVISION MEMORANDUM

No. 449 s. 2025

DIVISION MANAGEMENT COMMITTEE MEETING

TO: Assistant Schools Division Superintendent
Chiefs Education Program Supervisors (SGOD & CTD)
Assistant Chief Education Program Supervisors (SGOD & CTD)
All SGOD and CTD Personnel (EPS, PSDS, SEPS, EPS II, ALS, Planning Officer, Division Engineer, Medical/Dental Officers, Librarian, PDO I & II)
OSDS Unit Heads
All Secondary and Elementary School Heads
This Division

1. The field is hereby informed of the conduct of a Division Management Committee (MANCOM) Meeting to be hosted by DAPSHHI on June 12, 2025, 8:00am – 5:00pm at the Conference Hall, Division Office - New Building.
2. Only one (1) school head will represent each school, preferably the lead principal.
3. All personnel are directed to wear their corporate business attire during the MANCOM Meeting.
4. All participating personnel shall be entitled to receive Compensatory Time-off Credits (CTO) upon submission of complete documentary requirements.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, age, religion and ethnicity.
6. For widest dissemination and guidance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: none
Reference: none
To be indicated in the Perpetual Index
under the following subjects:
MANCOM MEETING
DM015-SGOD-YF-LLT / division management committee meeting
June 10, 2025