



Republic of the Philippines  
Department of Education  
Region V

**SCHOOLS DIVISION OFFICE OF SORSOGON**  
Sorsogon

ED DIVISION OFFICE  
SORSOGON, CITY  
C PROVINCE

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(056) 421-5415

July 25, 2019

**DIVISION MEMORANDUM**

No. 140, s. 2019

**3<sup>rd</sup> DIVISION MANCOM MEETING**

To: Assistant Schools Division Superintendent  
Chief, SGOD & CID  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors  
Section/Unit Heads  
Heads, Public and Private Elementary and Secondary Schools  
Department Heads and Assistant Principals of Secondary Schools

1. The 3<sup>rd</sup> Division MANCOM Meeting will be conducted on the following dates and venues:

DATE	PARTICIPANTS	HOST	VENUE
July 31, 2019	Elementary School Heads of 1 <sup>st</sup> Congressional District	Pilar III District	Villa Isabel Hotel, Sorsogon City
August 1, 2019	Elementary School Heads of 2 <sup>nd</sup> Congressional District	Irosin I District	Villa Isabel Hotel, Sorsogon City
August 2, 2019	Secondary School Heads Department Heads and Assistant School Principals	Castilla Cluster	Villa Isabel Hotel, Sorsogon City

The identified host district/cluster will still be in-charge of ensuring that the venue is prepared, minutes taken and other concerns relative to the activity are looked into.

2. The agenda to be discussed are as follows:

1. Items taken-up in the Regional MANCOM

a. Updates from the Regional Director

1. Priorities of SLMB for the last three years (Last Mile Schools);
2. Absorptive Capacity of Public Schools;
3. Fund Releases for 2019
  - Special Hardship Allowance
  - Cash Allowances
  - Magna Carta Benefits for Health Workers
  - School-Based Feeding Program, etc
4. Guidelines on the Use of Official Mobile Phone Subscriptions/Lines & Prepaid Load
5. EO No. 77, s. 2019: Prescribing Rules, Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travel of Government Personnel

2. Updates from the

- a. OSDS
- b. CID
- c. SGOD

3. Other matters

3. SDO Section Heads shall attend in all schedules while personnel of CID and SGOD shall attend in the schedule of the Secondary Schools and the respective schools/districts assigned to them. Participants are encouraged to wear corporate attire with blue (male) and pink (female) accents.

5. Transportation, incidental expenses and/or registration fee shall be charged against local/MOOE funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum to all concerned is desired.

  
**LOIDA N. NIDEA, Ed. D., CESO V**  
Schools Division Superintendent