



October 8, 2019

DIVISION MEMORANDUM

NO. 205, s. 2019

4TH DIVISION MANAGEMENT COMMITTEE MEETING

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

1. The 4th Division Management Committee Meeting will be conducted on the following dates and venues:

DATE	PARTICIPANTS	HOST	VENUE
October 14, 2019	Elementary and Secondary School Heads and Assistant Principals of Second Congressional District	Curriculum Implementation Division	Villa Isabel Hotel, Sorsogon City
October 15, 2019	Elementary and Secondary School Heads and Assistant Principals of First Congressional District	Curriculum Implementation Division	Villa Isabel Hotel, Sorsogon City

The identified host will 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:

- Updates of the Regional Management Committee Meeting
- INSET 2019
- Discussion of Policies
- Other matters

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

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


JOSE L. DONCILLO, CESO V
Schools Division Superintendent