



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

May 2, 2023

DIVISION MEMORANDUM

NO. 091 , s. 2023

SECOND DIVISION MANAGEMENT COMMITTEE MEETING

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

1. This Office will spearhead the conduct of the Second Division Management Committee Meeting on **May 24 , 2023, 8:00AM – 5:00PM** at **Sorsogon Convention Center, Sorsogon City Hall Complex, Cabid-an, Sorsogon City.**
2. Considering the urgency of issues on the education fronts affecting the schools and the community in general, the meeting will be conducted by observing strictly the minimum health standards and other precautionary measures. Participants are the Chief Education Supervisors, PSDSs/OIC PSDSs, EPS/Specialists, Section Heads, SEPS, PDO, Elementary and Secondary School Heads and Assistant School Principals.
3. The agenda to be taken up include:
 - Updates from the Second Regular Regional ManCom Meeting;
 - Updates from CID and SGOD;
 - Results of the Modified Palarong Bicol; and
 - Other matters
4. Participants are expected to be in the venue at 8:00 o'clock in the morning and advised to be in floral attire.
5. The hosts for this ManCom Meeting are *School Governance and Operations Division (SGOD) and Prieto Diaz districts*. They will be the in-charge



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of ensuring that the venue is prepared, minutes of the meeting taken and other concerns relative to the activity are looked into.

6. A registration fee amounting to **Php 500.00** will be collected during the management committee meeting to cover expenses of meals, venue rental, sound system rental, LED wall rental and other incidental expenses to the participants which shall be charged against school/division MOOE funds subject to the usual accounting and auditing rules and regulations.

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


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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