



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

June 26, 2023

DIVISION MEMORANDUM

No. 131,s.2023

THIRD DIVISION MANAGEMENT COMMITTEE MEETING

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC-PSDS's
Section/ Unit Heads
Elementary and Secondary School Heads
Assistant Principals of Secondary Schools

1. To ensure efficiency and effectiveness in managing the school community and the Division as a whole, this Office will conduct the Third Division Management Committee Meeting on **July 18, 2023, 8:00 AM- 5:00 PM** at the **Sorsogon Convention Center, Sorsogon City Hall Complex, Cabid-an, Sorsogon City**.
2. The activity delves on:
 - Updates from the Third Regional MANCOM Meeting;
 - Updates from CID, SGOD and OSDS;
 - Stakeholders' Appreciation and Awarding Ceremony
 - Other matters
3. Participants are the Chief Education Supervisors, EPSs/ Division Coordinator, PSDSs/ OIC-PSDSs, Education Program Specialists, Section Heads, SEPS, PDO, Elementary and Secondary School Heads and Assistant School Principals. Strict observance of the minimum health standards and other precautionary measures are still enforced. They are expected to be in the venue at 8:00 o'clock in the morning in their **executive attire**.
4. This MANCOM will be hosted by the Office of the Schools Division Superintendent (OSDS) and Sta. Magdalena district. They will take the lead in the preparation of the venue, taking the minutes of the meeting, and other concerns relative to the said activity.



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5. A registration fee of Php 500.00 will be collected from the participants to cover expenses for the meals, venue rental, sound system rental, LED wall rental and other incidental expenses. This will be charged against school/ division MOOE funds subject to the usual accounting and auditing rules and regulations.

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

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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