



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

January 28, 2025

JAN 28 2025

DIVISION MEMORANDUM

No. 036, s. 2025

TO: OIC- Asst. Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC – Chief, School Governance and Operation Division
Public Elementary and Secondary School Heads/OICs
All Concerned

**1st DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR FISCAL YEAR 2025**

1. This Office would like to inform the field of the conduct of the 1st Division Management Committee Meeting (MANCOM) for Fiscal Year 2025 on January 30, 2025, 8:30 a.m. – 3:30 p.m. at the SDO Activity Area to be hosted by Cluster 5 School Heads.
2. Participants to this meeting are the OIC-Asst. Schools Division Superintendent, Chief-CID, OIC Chief-SGOD, Administrative Officer V and the Unit Heads, Public Schools District Supervisors, Education Program Supervisors, School Heads, Senior Education Program Specialists, Planning Officer III, Engineer III, In-Charge of Health Unit, and PDO II/DRRM.
3. Below are the meeting agenda:
 - a. Announcements
 - ASDS
 - CID
 - SGOD
 - HR
 - b. Superintendent's Hour
 - c. Other Matters
4. Expenses relative to the conduct of this activity shall be charged against the Division MOOE subject to the existing rules and regulations.

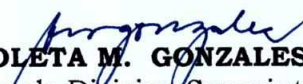


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5. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

SCHOOL MEETINGS SCHOOL HEADS

GUU: NM 1st DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR FISCAL YEAR 2025
036 / January 28, 2025

NUM-2025-036



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