



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of CEBU PROVINCE

Office of the Schools Division Superintendent

April 5, 2021

DIVISION MEMORANDUM

No. 102, s. 2021

3rd DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR CALENDAR YEAR 2021

To: Assistant Schools Division Superintendents
Division Chief Supervisors
Unit/Section Heads
Public Schools District Supervisors

1. The **3rd Division Management Committee (ManCom) Meeting** for CY 2021 is scheduled on April 7, 2021 (Wednesday) at the Executive Dining, Ecotech, Sudlon, Lahug, Cebu City from 10:00 AM to 5:00 PM.
2. Participants of this meeting are the ASDSs, Chiefs, Unit/Section Heads, Legal, ICT, Administrative and the Public Schools District Supervisors of the (58) Districts.
3. PSDSs who will arrive at the venue a day before the activity shall be accommodated in the Ecotech on April 6, 2021.
4. Please be informed that PSDSs will also attend the Sugbusog Launching on the following day, April 8, 2021 at the Provincial Capitol, Cebu City. The exact time will be announced during the ManCom.
4. Expenses incurred during the conduct of the activities such as travel expenses, venue, accommodation, meals (lunch, dinner and 2 snacks) shall be charged against **DIVISION MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
5. Participants are required to follow IATF guidelines and protocols. Wearing of face mask and face shield is compulsory.
6. This Memorandum serves as **Authority to Travel**.
7. For wide dissemination, guidance, and strict compliance.


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