

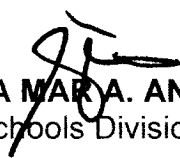
DIVISION MEMORANDUM
No. 800 . s. 2016

DEC 06 2016

DIVISION MANAGEMENT COMMITTEE MEETING

To: Assistant Superintendents
Chiefs of Functional Divisions
Heads, Service Units

1. In preparation of the coming Division Executive Conference scheduled on December 19 - 21, 2016, this Office will convene the Division Management Committee on December 16, 2016 to discuss issues and other concerns relative to the Division Executive Committee.
2. Due to the importance of this activity, attendance of all concerned is a must. Sending of representative is not allowed. Unit Heads are also directed to present their IPCRF during the conference.
3. Personnel assigned at the Office of the Schools Division Superintendent and ICT shall act as Secretariat.
4. Expenses for meals, snacks, venue, conference materials and other incidental expenses shall be charged against the Division Training Funds, subject to its availability and the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is directed.


RHEA MARIA A. ANGTUD, ED.D., CESO VI
Schools Division Superintendent