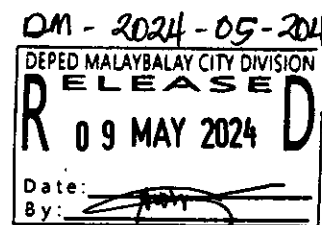




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

NO. 204 S.2024

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD and CID
 Education Program Supervisors
 Public Schools District Supervisors
 All School Heads
 All Others Concerned
 This Division

From:  **CHERRY MAE L. REYES**
 Schools Division Superintendent

Date: May 8, 2024

Subject: **4th DIVISION MANAGEMENT COMMITTEE MEETING**

1. This Office hereby informs the field on the conduct of the **4th Division Management Committee Meeting (MANCOM)** on **May 10, 2024** (Friday) at exactly 9:00 o'clock in the morning to 5:00 in the afternoon at Mt. Moriah Camp, Patpat, Malaybalay City, Bukidnon.

2. The participants to this meeting are:

- a. Assistant Schools Division Superintendent
- b. Chief Education Supervisors, CID and SGOD
- c. Education Program Supervisors
- d. Public Schools District Supervisors
- e. Senior Education Program Specialists,
- f. Education Program Specialists
- g. Division Engineer
- h. Public Elementary and Secondary School Heads/Teacher-In-Charge/School In-Charge and
- i. Unit Heads



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph





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3. The following ad hoc committee shall take charge of the preparation and documentation of the said meeting.

Secretariat:

Lucilyn M. Cahucom
Noel Tan Nery -Program Master
Concepcion S. Reyes

Hall Preparation:

Manuel L. Dinlayan II and GS
Ethyl B. Ligando and ALS- Décor

Technical:

Paul John Arias

Kit and Material Reproduction:

Paterno T. Padua

Medical Team

Larcy Pojas
Molina

Over-all In-charge

Sharon A. Bongocan- Despidida Program
Vicente G. San Miguel- ManCom Program

4. In addition, all school heads can wear any attire and color except lavender or purple.

5. Should there be queries contact **Woodrow Wilson B. Merida**, Senior Education Program Specialist, Human Resource Development at 09664752094.

Copy furnished:

Records Unit
HRD



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