



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 231 , s. 2024

April 2, 2024

**DIVISION MANAGEMENT COMMITTEE MEETING**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID,SGOD)  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In compliance to the International Organization for Standardization (ISO), this Office through the School Governance and Operations Division (SGOD) announces the conduct of the Division Management Committee Meeting on April 4, 2024 at 8:00 a.m. -5:00 p.m.. Venue of the meeting will be announced separately.
2. The activity aims to recognize the importance of developing consensus-based standards that are relevant and address current and future challenges with appropriate context and format.
3. The participants in this conference are the OIC-ASDS, Chiefs Education Program Supervisors, Education Program Supervisors, Senior Education Program Specialists, Education Program Specialists II, Division Office Section Heads ( Adm., Personnel, Records, Supply, Finance), OIC-Planning Officer III/ DRRM FP, Medical Team, Division Accountant, Public School Principals/ Assisting Principals, Public School Assistant Principals, Head Teachers Admin. Officer V, Legal Officer-designate, Division ITO, Division Engineer, YFD Focal, ADA III ( Driver), LGU-paid Clerks..
4. Participants are highly encouraged to wear the business attire during the one-day meeting.
5. Registration fee of Six Hundred Pesos (P600.00) will be collected from the participants to cover meal, snacks and other incidental expenses relative to the conduct of the activity and shall be charged against Division Office Funds/ MOOE ( for SDO Participants) and School Funds /School MOOE ( for participants from the schools). Expenses relative to the conduct of the meeting are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and cheque ( *Please be advised to use the account name DEPED TAGB CITY SCH DIV- MOOE TF in payments made*



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*through cheques*) to the DepEd Division of Tagbilaran City. Participants from the schools are encouraged to pay the registration fee before the conduct of the meeting.

6. For immediate dissemination of, and compliance with this Memorandum is directed.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 