



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

Office of the Schools Division  
Superintendent

November 26, 2025

**DIVISION MEMORANDUM**  
NO:865s. 2025

**4<sup>th</sup> DIVISION MANAGEMENT COMMITTEE MEETING**

TO: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office through the Schools Governance and Operations Division (SGOD) hereby announces the conduct of 4<sup>th</sup> Division Management Committee Meeting (MANCOM) on December 17, 2025. The venue will be announced in a separate Memorandum.
2. Participants to this activity are the OIC-ASDS, Chiefs (CID, SGOD), EPSvr, SEPS, EPS II (HRDS, M&E, ALS), Division Section Heads (Personnel, Records, Supply, Cashiering), Planning Officer III, Medical Team, Division Accountant, Budget Officer, Public School Principals/Assisting Principal, Public School Assistant Principals, Head Teachers, Division ITO, Division Engineer, Librarian, AO II, PDO II LRMS, YFD Focal, ADAs III (Driver).
3. A Registration Fee of 600 per participant will be collected from each participant to cover meal and snacks to the conduct of the activity and shall be charged against Division MOOE for SDO participants and school MOOE for participants from school. Expenses relative to the conduct of the activity are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash or cheque to the DepEd Division of Tagbilaran City. ***(Please be advised to use the account name DEPED TAGBILARAN CITY DIVISION MOOE TRUST FUND in payments through cheques)*** to the DepEd Division of Tagbilaran City. Participants from schools are encouraged to pay the registration fee before the conduct of the activity.
4. Immediate and wide dissemination of this Memorandum is desired.

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



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