



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

December 16, 2022

**DIVISION MEMORANDUM**

No. 647, s. 2022

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Unit Heads  
 Public and Private School Heads  
 All Others Concerned

**NOTICE OF DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

1. This is to announce the conduct of Division Management Committee Meeting on December 20, 2022, 8:00 A.M. to 12:00 P.M. at the SDO Conference Hall.
2. The agenda of the meeting include the following:

<b>Unit</b>	<b>Agenda</b>		<b>In-Charge</b>
OSDS	a	OSDS Agenda	SDS Dr. Dante G. Parungao, CESO V
	b	Updates on financial matters	Mr. Jomel V. Mangawang Accountant III
CID	c	Conduct of Actual Inventory of Textbooks, Science and Math Equipments	Dr. Rodolfo A. Dizon EPS-LR
SGOD	d	Updates on Innovation and Research	Ms. Angelica M. Burayag EPS-Research
	e	LIS Data Change Request	Mr. Marlon V. Siminig Planning Officer
	f	SIP Updates	Dr. Bernardo A. Gargabite Chief ES-SGOD
	g	Canteen Operations and Management Updates	

3. Participants to this meeting are the Assistant Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, SDO Unit Heads, Public and Private School Heads, and the Secretariat.
4. Immediate and wide dissemination of this Memorandum is desired.

RECEIVED  
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*[Handwritten Signature]*

*[Handwritten Signature]*  
**DANTE G. PARUNGAO, CESO V**  
 Schools Division Superintendent

*Loyal, Excellent, Accountable and Dedicated to Service*

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