



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



Handwritten signatures

28 May 2021

Regional Memorandum

CONDUCT OF ON-SITE REGIONAL MANAGEMENT COMMITTEE MEETING

To: **Schools Division Superintendents**
Functional Division Chiefs

1. The Department of Education Region- CALABARZON will conduct **an On-site Management Committee (MANCOM) Meeting on June 1, 2021 at NEAP 4A in Malvar, Batangas.**
2. Participants to the meeting are the Schools Division Superintendents of 21 schools division offices, Functional Division Chiefs from the regional office and members of the MANCOM secretariat. The meeting will be conducted in two separate batches: **Batch 1 - Batangas and Cavite Clusters from 8:30 to 11:30 am; Batch 2-Laguna, Rizal and Quezon Clusters from 12:30 to 4:30 pm.** Batch 1 participants are expected to be at the venue on Monday afternoon (May 31) while Batch 2 participants may leave the venue on Wednesday morning (June 2).
3. The meeting's agenda are the following:
 - i. Q4 updates from SDOs (SLMs and fund utilization);
 - ii. end of school year activities;
 - iii. survey for SY 2021-2022;
 - iv. enhanced BE- LCP;
 - v. vaccination roll-out/ COVID response;
 - vi. use of schools as quarantine and vaccination sites;
 - vii. regional activities for summer 2021;
 - viii. LEPT;
 - ix. and other matters.
4. A **registration fee of one thousand five hundred pesos per participating SDS, FD Chief and Secretariat member**, while **seven hundred fifty pesos per driver** will be collected to cover accommodation, food and miscellaneous expenses, chargeable to local funds subject to usual accounting procedures.



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5. **All participants are requested to adhere to strict health protocols.** Everyone is expected to wear face mask, shield and observe physical distancing at all times in the meeting venue.
6. Wide dissemination of this memorandum is highly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

cc: pau/ama



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3. Pressing issues and concerns relative to Q4 updates from SDOs (SLMs and fund utilization), end of school year activities, survey for SY 2021-2022, enhanced BE-LCP, vaccination roll-out/COVID response, the use of schools as quarantine and vaccination sites, regional activities for summer 2021, LEPT and other matters will be discussed.
4. In order to cover food and miscellaneous expenses, a registration fee of one thousand pesos per participant will be collected, chargeable to local funds subject to the usual accounting and auditing rules and regulations.
5. Participants are requested to adhere to strict health protocols. Everyone is expected to wear face mask, shield and observe physical distancing at all times in the meeting venue.
6. Wide dissemination of this memorandum is highly desired.


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Regional Director

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