Regional Memorandum
No.1 s.2023

REGIONAL MANAGEMENT COMMITTEE MEETING

To: Assistant Regional Director
   Schools Division Superintendent
   Assistant Schools Division Superintendent
   Regional Office Division Chiefs

1. The Department of Education Region 4A CALABARZON will conduct On-site Regional Management Committee (MANCOM) Meeting on Thursday, January 5, 2023, 8:00 a.m. at Chateau Bleu, 264 Bagong Kalsada Bgy Masili Calamba City, Laguna with Schools Division of Laguna as host.

2. Participants in the meeting are the Assistant Regional Director, Schools Division Superintendents, Assistant Schools Division Superintendent, and Functional Division Chiefs of the Regional Office. The attire for the meeting proper in the morning is smart casual while for the fellowship program in the afternoon is street wear in magenta color with a rabbit design or accessories.

3. The agenda of the meeting are as follows:
   a. Memorandum Circular No.12;
   b. Discussions on New DepEd Issuances;
   c. Functional Divisions’ Updates; and
   d. Other Matters

4. Certificates of Appearance for this activity will be issued by the Schools Division Office of Laguna.

5. Strict adherence to the IATF Health Protocols and Office Health Standards must be observed in the conduct of this activity. The participants are requested to bring a photocopy of their vaccination cards.

6. Food, accommodation and other incidental expenses relative to this activity shall be charged against SDO Laguna and Regional Office MOOE while travel expenses shall be charged to local funds of offices of the participants. All expenses shall be subject to usual accounting and auditing rules and regulations.
7. Should there be queries pertaining this activity, please contact Mr. Ariel M. Azuelo through pau.calabarzon@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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