

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

16 May 2023

Regional Memorandum

No. 264, s. 2023

REGIONAL MANAGEMENT COMMITTEE MEETING

To **Assistant Regional Director
Schools Division Superintendents
Assistant Division Superintendents
Functional Division Chiefs**



1. The Department of Education Region IV-A (CALABARZON) will conduct an On-Site Management Committee Weekly Meeting on Friday, May 26, 2023 with the Schools Division of Batangas City as host. The venue will be announced through an advisory.
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. They are to be at the venue around 8:00 a.m. for registration, and the meeting proper starts at exactly 9:00 a.m.
3. The agenda of the meeting are as follows:
 - a. Updates from the National MANCOM Meeting;
 - b. Central Office Issuances;
 - c. Other Matters.
4. Certificates of Appearance for this activity will be issued by the Schools Division Office of Batangas City.
5. Strict adherence to the IATF Health Protocols and Office Health Standards must be observed in the conduct of this activity.
6. Food, accommodation, and other incidental expenses relative to this activity shall be charged against SDO Batangas City 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 to this activity, please contact Mr. Ariel M. Azuelo at pau.calabarzon@deped.gov.ph.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



8. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

cc: ict/rmv