



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



30 August 2023

Regional Memorandum

No.508 s.2023

ON-SITE REGIONAL MANAGEMENT COMMITTEE MEETING

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

1. The Department of Education Region 4A CALABARZON will conduct the **On-site Regional Management Committee (MANCOM) Meeting** on Friday, **September 8, 2023, 9:00 a.m.** at **Tanza Oasis Hotel and Resort, Tanza, Cavite** with Schools Division of Cavite Province as host.
2. Participants in the meeting are the Assistant Regional Director, Schools Division Superintendents, Assistant Schools Division Superintendents, and Functional Division Chiefs of the Regional Office.
3. The meeting's agenda are the following:
 - a. Feedback on the Opening of Classes and Culmination of the NLC;
 - b. Updates from the OARD and Functional Divisions;
 - c. RD's time- Updates from the National MANCOM Meeting;
 - d. Other matters
4. Certificates of Appearance for this activity will be issued by the Schools Division Office of Cavite Province.
5. This memorandum may serve as authority to travel for attending officials.
6. Adherence to the minimum IATF Health Protocols and Office Health Standards must be observed in the conduct of this activity.
7. Food, accommodation and other incidental expenses relative to this activity shall be charged against SDO Cavite Province 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.



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Certificate No. PHP QMS
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8. Should there be queries pertaining this activity, please contact Mr. Ariel M. Azuelo through pau.calabarzon@deped.gov.ph.
9. Having proxies or representatives is highly discouraged.
10. Strict compliance to this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *ama*



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