

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



PAU-RM-2023-607

3 October 2023

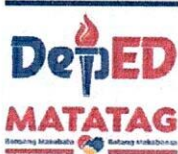
Regional Memorandum

No.607 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 Thursday, **October 19, 2023, 9:00 a.m.** at **4th floor, City Hall Building, Lucena City Government Complex, Brgy. Mayao Kanluran, Lucena City** with Schools Division of Lucena City 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. Interim Process for Requesting School-Based Personnel Items;
 - b. Printing of Locally Developed ALS LRs;
 - c. Conduct of Internal Quality Audit in Preparation for the 2nd Surveillance Audit on QMS Certification for ISO-9001:2015 Standards;
 - d. Updates from ORD/OARD and Functional Divisions;
 - e. RD's time- Updates from the National MANCOM Meeting;
 - f. Other matters
4. Certificates of Appearance for this activity will be issued by the Schools Division Office of Lucena City.
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 Lucena City and Regional Office MOOE while



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



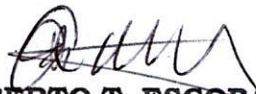

Certificate No. PHP QMS
22 93 0085

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.

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*


ORDPAU3