



PAU-RM-2023-675

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

7 November 2023

Regional Memorandum

No.675 s.2023

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, **November 17, 2023, 9:00 a.m.** at **3rd Floor, Old Capitol Building, Quezon Provincial Capitol, Lucena City** with Schools Division of Quezon 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. Updates from OARD and Functional Divisions
 - Fund Utilization
 - Filling-up of teacher and non-teaching items
 - b. RD's Time- Updates from the National MANCOM Meeting
 - c. Other matters
4. Certificates of Appearance for this activity will be issued by the Schools Division Office of Quezon Province.
5. This Memorandum may serve as authority to travel for attending officials. To give ample time, participants may travel on November 16, 2023.
6. Food, accommodation and other incidental expenses relative to this activity shall be charged against SDO Quezon 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.




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

7. Should there be queries pertaining this activity, please contact Mr. Ariel M. Azuelo through pau.calabarzon@deped.gov.ph.
8. Having proxies or representatives is highly discouraged.
9. Strict compliance to this Memorandum is desired.


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

ORDPAU3