

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



4 June 2024

Regional Memorandum

No.395 s.2024

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, **June 20, 2024, 9:00 a.m.** at the **Multi-Purpose Hall, DepEd Division of General Trias City Bldg., Brgy. Sta. Clara, General Trias City, Cavite** with Schools Division of General Trias 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. Regional Director's Time (Strategic Directions and Updates from the Central Office)
 - b. Updates from OARD and Functional Divisions;
 - c. Other matters
4. Third Level Officials are expected to wear the prescribed uniform when attending Regional ManCom Meetings.
5. Certificates of Appearance for this activity will be issued by the Schools Division Office of General Trias City.
6. Food, accommodation and other incidental expenses relative to this activity shall be charged against SDO General Trias 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.



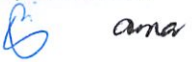
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7. Should there be queries pertaining this activity, please contact Mr. Ariel M. Azuelo through pau.calabarzon@deped.gov.ph.
8. Having proxies or representatives is highly discouraged.
9. Strict compliance to this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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