



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

11 September 2024

**Regional Memorandum**

**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 Wednesday, **September 25, 2024, 9:00 a.m.** at **Sol Y Viento Hotels and Resorts, Km. 55, Makiling Heights, Pansol, Calamba City, Laguna** with Schools Division of Calamba 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 Calamba City.
6. Food, accommodation and other incidental expenses relative to this activity shall be charged against SDO Calamba City and other available funds while travel expenses shall be charged against 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](mailto: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 *AMA*



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