



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

10 October 2024

Regional Memorandum

No.735 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 Monday, **October 28, 2024, 9:00 a.m.** at **Ysla Garden, The Lake House in Biñan, 7511 Paterno Street, Brgy. Dela Paz, Biñan, Laguna** with Schools Division of Biñan 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 Biñan City.
6. Food, accommodation and other incidental expenses relative to this activity shall be charged against SDO Biñan 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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Certificate No. PHP QMS
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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 *ama*

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