



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



2 October 2025

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 Tuesday, **October 14, 2025, 9:00 a.m.** at **Paseo Premiere Hotel, City of Santa Rosa, Laguna** with Schools Division Office of Santa Rosa City as host.
2. Participants in the meeting are the Assistant Regional Director, Schools Division Superintendents, Assistant Schools Division Superintendents, Regional Office (RO) Functional Division Chiefs and ManCom Secretariat of the RO.
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, 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 Santa Rosa City.
6. A registration fee of One Thousand Five Hundred Pesos (Php 1,500.00) per participant shall be collected. The registration fee and travel expenses shall be charged against local funds of offices of the participants, subject to usual accounting and auditing rules and regulations.
7. Food, accommodation and other incidental expenses relative to this activity shall be charged against the registration fee, SDO Santa Rosa City and other

available funds, 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 *ame*

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