



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



27 November 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)** on Thursday, **December 18, 2025, 9:00 a.m.** at **Tanza Oasis Hotel and Resort, Km. 41, A. Soriano Highway, Brgy. Capipisa East, Tanza, Cavite** with Schools Division Office of Cavite Province 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. Certificates of Appearance for this activity will be issued by the Schools Division Office of Cavite Province.
5. Food, accommodation and other incidental expenses relative to this activity shall be charged against SDO Cavite Province 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.

6. In the spirit of the season, there will be a fellowship program in the afternoon. Participants are encouraged to wear the assigned Christmas colors as follows:

CLUSTERS	CHRISTMAS COLORS
Regional Office	White
Batangas Cluster	Red
Cavite Cluster	Green
Laguna Cluster	Purple
Quezon Cluster	Gold
Rizal Cluster	Blue

7. In addition, each Division shall prepare a 2-minute Tiktok dance presentation using any christmas songs of their choice. Participants who wish to join the Exchange Gifts are requested to bring a gift (unisex) worth Php 1,000.00.

8. 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).

9. Having proxies or representatives is highly discouraged.

10. Strict compliance to this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director *b* *ama*

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