



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



13 January 2026

**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 **1<sup>st</sup> Regional Management Committee (MANCOM)** for CY 2026 on Wednesday, **January 21, 2026, 9:00 a.m.** at **MI Sevilla Resort, Purok Jasmin, Barangay Domoit, Lucena City, Quezon** with Schools Division Office of Quezon 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 the Office of the Assistant Regional Director (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 Quezon Province.
6. A registration fee of Two Thousand Pesos (Php 2,000.00) 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 Quezon Province 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](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 *ama*

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