



Republic of the Philippines  
**Department of Education**  
REGION III  
Schools Division Office of Bulacan

December 4, 2023

DIVISION MEMORANDUM  
No. *505*, s. 2023

**DIVISION MANAGEMENT COMMITTEE MEETING**

To: Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Assistant Principals from SHS Implementers  
Unit Heads of the OSDS  
Section Heads of the SGOD  
All Others Concerned

1. This Office announces the conduct of Division Management Committee Meeting (MANCOM) on the following schedules:

Levels	Dates	Participants
Elementary Level Host: Bulakan District	December 14, 2023, at KB Gym, Capitol Compound, City of Malolos	Assistant Schools Division Superintendents CID and SGOD Chiefs Public Schools District Supervisors Education Program Supervisors Unit Heads from the OSDS and SGOD  Elementary School Heads
Secondary Level Host: Baliwag District	December 20, 2023, at Casa Cirila, Bulihan, Plaridel, Bulacan	Assistant Schools Division Superintendents CID and SGOD Chiefs Education Program Supervisors Unit Heads from the OSDS and SGOD  Secondary School Heads, and Assistant Principals from the SHS Implementers



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2. The agenda of the meeting are as follows:
  - 2.1 CID Concerns
  - 2.2 SGOD Concerns
  - 2.3. OSDS Concerns
  - 2.4 Schools Division Superintendent/Assistant Schools Division Superintendents' Concerns
3. Attached is the copy of the Minutes of Meeting dated October 26, 2023, and October 19, 2023, for references.
4. There will be a registration fee of P600.00 for each participant in the elementary level while P1,200.00 in the secondary level to cover meal expenses to be charged against school MOOE. An official receipt shall be released upon payment to the Office of the Cashier on or before December 11, 2023. While registration fee of the SDO personnel shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum shall serve as the travel authority of all participants.
6. It is expected that all participants observe the minimum health standard protocols in compliance as pre-emptive interventions to combat any infectious diseases.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent 