



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

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June 20, 2025

**DIVISION MEMORANDUM**

No. **297s**, 2025

**DIVISION MANAGEMENT COMMITTEE MEETING**

To: Assistant Schools Division Superintendent  
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 SGOD  
SHN Unit  
All Others Concerned

1. This Office announces the conduct of Division Management Committee Meeting (MANCOM) on both elementary and secondary schools on June 27, 2025 at Hiyas Pavillion, City of Malolos, Bulacan, 8:30 am onwards.
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. The participants of the meeting are the following:
  - 3.1. Assistant Schools Division Superintendent
  - 3.2. SGOD and CID Chiefs
  - 3.3. Division Education Program Supervisors
  - 3.4. Public Schools District Supervisors
  - 3.5. OSDS and SGOD personnel
  - 3.6. Elementary School Heads
  - 3.7. Secondary School Heads and Assistant Principals from the SHS Implementers
  - 3.8. SHN – Medical Officer III



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4. There will be a registration fee of P600.00 for each participant to cover meal expenses to be charged against school MOOE. An official receipt shall be released upon payment of the Office of the Cashier on or before June 26, 2025. While registration fee of the SDO personnel shall be charged against Division MOOE, subject to the usual accounting rules and regulations.
5. 100% attendance is highly encouraged and failure to attend the said MANCOM still requires the participants to settle the registration fee.
6. This Memorandum shall serve as travel authority of all participants.
7. It is expected that all participants observe the minimum health and safety protocols as pre-emptive interventions to combat any infectious diseases.
8. Immediate and wide dissemination of this Memorandum is desired.

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



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