



**Division Memorandum**

No. 189, S. 2018

**To :** OIC-Asst. Schools Division Superintendent (Elementary)  
Division Chiefs  
Public Schools District Supervisors  
Elementary School Heads  
Teacher-in-Charge of Elementary Schools  
All Others Concerned

**From :** OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

**Subject :** MANAGEMENT COMMITTEE MEETING

**Date :** May 11, 2018

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1. The Management Committee Meeting for elementary school heads and public schools district supervisors is scheduled on May 16, 2018 at 7:30 AM to 3:00 PM at Hacienda Gracia, Santa Maria, Lubao, Pampanga.
2. The agenda of the ManCom are the following:
  - a. clarify the provisions of DepEd Order No. 47 s. 2016 and DepEd Order No. 20 s. 2018, DepEd Order No. 3 s. 2018;
  - b. provide feedback on the completed checking of school forms;
  - c. provide feedback on the problems related to PBB 2016,
  - d. re-orientation on policies related to Brigada Eskwela and Opening of Classes,
  - e. discuss PESPA-related matters, and
  - f. discuss other meritorious matters.
3. All participants are requested to observe the following norms:
  - a. the use of cellphones should only be during break periods.
  - b. the bringing of finger foods is discouraged.
4. A registration fee of P850 will be collected from each participant to be charged against local/school canteen funds to defray food expenses.
5. 100% on time attendance is directed. Proxies are not allowed to join the meeting.