Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

February 18, 2020

DIVISION MEMORANDUM
No. 53 , s. 2020

2nd DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR 2020

To: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Division Office Unit and Section Heads
All Others Concerned

1. Please be informed that the 2nd Division Management Committee (ManCom) Meeting for 2020 will be held on February 26 and 27, 2020, 8:00 a.m. to 5:00 p.m. at ASU Kalibo Campus Cafeteria, Kalibo, Aklan, scheduled as follows:

Participants	Date and Time/Facilitator	Venue
Division Office Personnel, Public Elementary, Secondary and Integrated School Heads - Western Side of Aklan (Numancia, Lezo, Malinao, Makato, Tangalan, Ibajay East & West, Nabas, Malay, and Buruanga)	February 26, 2020 Facilitator – District of Buruanga	ASU CIT Cafeteria, Kalibo, Aklan
Division Office Personnel, Public Elementary, Secondary and Integrated School Heads - Eastern Side of Aklan (Altavas, Balete, Banga, Batan, Libacao, Madalag, New Washington, and Kalibo I & II)	February 27, 2020 Facilitator – District of Batan	ASU CIT Cafeteria, Kalibo, Aklan

Note: Teachers-in-Charge of one-teacher schools need not attend this activity.

2. Recognizing the need to guard against coronavirus disease 2019 (COVID-19), school heads and personnel who are not feeling well shall not attend but **MUST** send a representative in his/her behalf. In addition, those who will attend are advised to observe correct precautionary measures as advised by WHO and DOH. Among others, each participant is obliged to use his/her own pen during registration and his/her own sanitizer whenever and wherever needed.

Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: http://www.depedaklan.org
Email Address: aklan.1958@deped.gov.ph

3. Expenses incurred relative to attendance to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.

4. Immediate and wide dissemination of this memorandum is enjoined.

MIGUEL MAC D. APOSIN EdD., CESO V
Schools Division Superintendent

Enclosure: List of Working Committees
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

MEETINGS

MMDA/jrn

2ND MANAGEMENT COMMITTEE (ManCom) MEETING
STEERING COMMITTEE

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent
Chairperson

Mr. JOSE NIRO R. NILLASCA
Officer In-Charge, Office of the Asst. Schools Division Superintendent
Education Program Supervisor

Dr. DOBIE P. PAROHINOG
Chief Education Supervisor, Curriculum Implementation Division

Mr. MICHAEL T. RAPIZ
Chief Education Supervisor, School Governance and Operations Division
Co-chairpersons

WORKING COMMITTEES

Program
Dr. Ruby Agnes B. Estrada
District Facilitators

Attendance/Registration
Patrocenia Y. Mamburam
Joralyn M. Diaz
Mary Jean P. Sim
Cindy D. Bautista
Lance Jester R. Dantes

Documentation
Dr. Raffy F. Paller
Milgie C. Villareal
Maria Lourdes M. Matorres
Nelieta Z. Iradiel
District Facilitators

LCD, Laptop and Other Program Paraphenalia
Floradel P. Jamero
Mahnnie Q. Tolentino
Shena R. Bondad
Wilbert V. Florencio
Rommel B. Zante
Richard Relativo

Venue, Tables, Chairs, Hall Arrangement and Sounds
Ariel Z. Zubiaga
Mildred B. Zante
Hajji S. Tropa
Marth S. Tropa
Maria Theresa L. Lao
Mary Richelyn Joy B. Alba

Invitation
Dr. Kyzil D. Lipar
June R. Patricio

Finance
Ann Rayshelle L. Nobleza
Marissa A. Jizmundo
Feby D. Moleta

Stage Decoration
Rebecca R. Ibarreta
District Facilitators

Health and Wellness
Dr. Rhoby M. Fernandez
Charlie I. Ureta
School Health and Nutrition Section

Meals/Refreshments, Cleanliness
Marivic I. Tolentino
Jerald B. Dela Cruz
All Job Orders