



Republic of the Philippines  
Department of Education  
CARAGA REGION XIII  
Butuan City



June 25, 2018

**REGIONAL MEMORANDUM**

No. 335, s, 2018



**SPECIAL REGIONAL MANAGEMENT COMMITTEE (MANCOM)  
CONFERENCE**

To : Schools Division Superintendents  
Assistant Schools Division Superintendents  
Chiefs of Functional Divisions of the Regional Office  
This Region

1. There will be a Special Management Committee (ManCom) Conference on June 29, 2018 to be held in Balanghai Hotel to be hosted by the Regional Office.
2. Participants to the Special ManCom are the Schools Division Superintendents and Assistant Schools Division Superintendents and Chiefs of the Regional Functional Divisions in the Regional Office.
3. There will be no registration fee for the Special Regional ManCom.
4. The "expanded" Regional Mancom which will be hosted by the Division of Siargao Islands will be held on July 03-05, 2018 in Socorro, Surigao del Norte. All participants are expected to be at Hayanggabon, Claver, Surigao del Norte on July 03, 2018 at exactly 7:00 o'clock in the morning.
5. Participants to the Expanded Regional ManCom are **all Schools Division Superintendents and Assistant Schools Division Superintendents only.**
6. Each Schools Division Superintendent is given 10 minutes to present his/her Office Performance Committee and Review Form (OPCR), followed by "**one-on-one**" dialogue with the Superintendents regarding their OPCR.
7. Registration Fee is Three Thousand Pesos (Php3,000.00) per participants to cover meals and snacks for two days, boat transportation from Hayanggabon to the venue and vice-versa chargeable to local funds. Other expenses incurred for the activity shall be charged against the Schools Division of Siargao subject to the usual accounting and auditing rules and regulation.
8. Immediate dissemination of this Memorandum is highly appreciated.

  
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
Regional Director

Encl. : None

Reference: None

To be indicated in the **Perpetual Index** under the following subjects:

MEETINGS

CONFERENCES

WORKSHOPS