Division Memorandum  
No. 246, s. 2016

TO : Assistant Schools Division Superintendent 
CID & SGOD Personnel 
Elementary School Heads/SIC 
Secondary School Heads/SIC 
Administrative Officer V 
Administrative Officer IV 
Accountant III 
Information Technology I 
Claire L. Banguis, ADA VI 
Ma. Leo B. Tuastomban, ADA VI 
Alva Joy N. Mugot, ADAS III 
This Division

SUBJECT : 4th DIVISION MANAGEMENT COMMITTEE MEETING

Date : September 15, 2016

1. All concerned are hereby informed that there will be a 4th Division Management Committee Meeting (MANCOM) on September 23, 2016. This will be done simultaneously on the following venues:

<table>
<thead>
<tr>
<th>Participants</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 1</td>
<td>Riverside Elementary School, Kolambagan</td>
</tr>
<tr>
<td>Region 2</td>
<td>Geronima Cabrera NHS, Kolambagan</td>
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</tbody>
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2. All participants are advised to go to Geronima Cabrera NHS for the opening program which will start at 7:30 A.M.

3. The host schools shall prepare the venue, provide projector with screen, and certificate of appearances.

4. For immediate dissemination and strict compliance.

EMMALINDA E. DUHAYLUNGSOD, CESO V  
Schools Division Superintendent