



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod Lanao del Norte
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DIVISION MEMORANDUM

NO. 453, S. 2019

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CID & SGOD CHIEFS
ALL ELEMENTARY SCHOOL ADMINISTRATORS/HT/SIC
ALL SECONDARY SCHOOL ADMINISTRATORS/SIC
CID PERSONNEL
SGOD PERSONNEL
ACCOUNTANT III
ADMINISTRATIVE OFFICERS V
ADMINISTRATIVE OFFICERS IV
SECRETARIATS
This Division

FROM : *for: Jallen*
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

SUBJECT : DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM) AND
INSTALLATION OF NEW SCHOOLS DIVISION SUPERINTENDENT

DATE : 29 OCTOBER 2019

1. All concerned are hereby directed to attend the Division Management Committee Meeting (MANCOM) and Installation of new Schools Division Superintendent on November 6, 2019, 8:00 A.M. at MCC Gymnasium, Sagadan, Tubod, Lanao del Norte.
2. Participants are hereby required to be at the venue at least 15 minutes before 8:00 A.M. **Attendance is a must.**
3. Food, travelling and other related expenses shall be charged by the Division/School MOOE subject to the usual accounting and auditing policies, rules and regulations.
4. All participants are advised to wear their **formal attire**.
5. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.

#GO100



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