



February 15, 2019

REGIONAL MEMORANDUM
No. 13, s. 2019

SPECIAL REGIONAL MANAGEMENT COMMITTEE (MANCOM) MEETING

To: **SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF THE FUNCTIONAL DIVISIONS IN THE REGIONAL OFFICE**

1. This is to inform that the Special Regional Management Committee (MANCOM) Meeting will be conducted on March 7, 2019 at 8:00 AM to be hosted by the Schools Division of Cagayan. Specific venue shall be announced through a separate advisory.
2. Agenda to be discussed are the following:
 - a. Budget Utilization
 - b. PRIME-HRM
 - c. Other administrative matters
3. Participants are the regular Members of the Regional Management Committee composed of the Regional Director, Assistant Regional Director, Schools Division Superintendents, Assistant Schools Division Superintendents, and Policy, Planning and Research Division Secretariat.
4. Please be noted that all participants are expected to be at the venue on March 6, 2019 at 6:00 PM for the Opening program.
5. Travel expenses and other allowable expenses shall be charged against local fund subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum to all concerned is earnestly enjoined.


ESTELA L. CARIÑO, EdD, CESO IV
Regional Director/Director IV