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Republic of the Philippines
Department of Education

Region 1
SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No. 04, s. 2025

FEB 10 2025

**TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
All Public Elementary and Secondary School Heads
Department Heads, LUNHS
SDO Unit Heads**

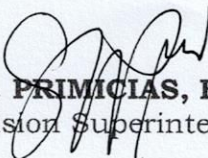
FROM: SHEILA MARIE A. PRIMICIAS, Ed.D., CESO VI
Schools Division Superintendent

SUBJECT: Management Committee Meeting (MANCOM)

Date: February 10, 2025

PARTICULARS

1. The Schools Division Office (SDO) Management Committee Meeting (MANCOM) shall be held at the San Fernando South Central Integrated School Library on February 17, 2025 at 8:00 in the morning.
2. The objectives of the said staff meeting are the following:
 - a. To update the field of curricular operations in administrative concerns.
 - b. To provide avenue to clarify issues and concerns on various SDO and schools' PPAs.
3. Participants to this activity are the Asst. Schools Division Superintendent, Division Chiefs, Education Program Supervisors, School Heads, Department Heads and SDO Unit Heads.
4. Meals, snacks, materials, and other incidental expenses shall be charged to Division HRTD funds while transportation of participants maybe charged to local funds subject to usual accounting and auditing rules and procedures.
5. For your information, guidance, and compliance.


SHEILA MARIE A. PRIMICIAS, EdD, CESO VI
Schools Division Superintendent