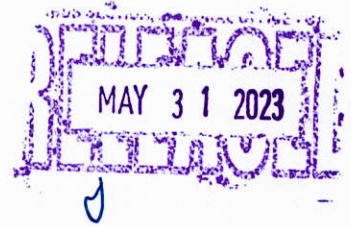




Republic of the Philippines
Department of Education
CARAGA REGION



May 29, 2023

REGIONAL MEMORANDUM

No. 0448, s. 2023

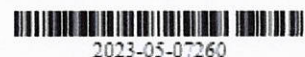
To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
SCHOOLS DIVISION PERSONNEL
All Concerned
This Region

NOTICE ON THE CONDUCT OF THE 5th REGIONAL EXPANDED
MANCOM CONFERENCE

1. The Department of Education, Caraga Region in its effort to establish proper communication to ensure seamless implementation of its programs and projects will conduct the 5th Regional Expanded MANCOM Conference on June 16, 2023 at Bislig City, (specific venue to be announced in a separate advisory) with SDO Bislig City as the host Division.
2. The agenda for this undertaking are as follows:
 - a. Status of actions from previous MANCOM Conference;
 - b. Updates from SDOs (for 3-5 min.) on the following:
 - i. Personnel Audit (deployment of AO-II and ADAS II & III, filling-up of new items and natural vacancies);
 - ii. Income Generating Programs (IGP) Mapping; and
 - iii. Status of School Site Titling.
 - c. Assistant Regional Director's Time;
 - d. Regional Director's Time;
 - e. Updates from Functional Division Chiefs/Unit Heads; and
 - f. Other matters.
3. Target participants of this activity are the Regional Director, Assistant Regional Director, Schools Division Superintendents, Assistant Schools Division Superintendents, Regional FD Chiefs, Supervising Administrative Officers of Finance and ASD, Legal Officer IV, Regional HRMO, SDO Chiefs of SGOD and CID and the Secretariat from PAU and ICT.
4. A registration fee of Php2, 000.00 per participant shall be collected by the host Division. Simple preparation is sufficient, thus posting and use of tarpaulin to welcome the guests and participants, giving of tokens and lei is highly discouraged.
5. First meal shall be dinner of June 15, 2023 and the last meal for the activity shall be lunch and afternoon snacks of June 16, 2023.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-05-07260

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2

6. Travelling and registration expenses shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and widest dissemination of this Memorandum is desired.


MARIA INES C. ASUNCION
Director III
Officer In-Charge
Office of the Regional Director

Reference: NONE
Allotment: NONE

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

CONFERENCE MEMORANDUM MEETING OFFICIALS

ASD/jbr
5/29/2023



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-05-07260

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 2

Report on the Deployment of Various Positions in the Region

for SDO

Division of _____

Positions / Items	Number of Items Created/Allocated	Filled Positions as of _____	Unfilled Positions as of _____	Remarks/Reason for Non-Filling Up
Newly Created Teaching Positions SY 2023-2024				
Natural Vacancy				
Administrative Officer II (Schools)				
Administrative Assistant II & III				

Deployment of Non-Teaching Positions in Schools

Deployment of Non-Teaching Positions in Schools

Division of _____

Positions / Items	Number of Items Created/Allocated	Deployed in Schools? (Yes/No)	Remarks/Reason for Non-Deployment to Schools
Administrative Officer II (Schools)			
Administrative Assistant II & III			

for SDO

for SDO

[illegible]