



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION XI  
DIVISION OF TAGUM CITY



Energy Park, Apokon, Tagum City, Davao del Norte, Philippines  
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**Division Memorandum**

No. 188, s. 2019

TO : **Chiefs, CID & SGOD**  
**All Section Heads**  
**All Concerned Division Personnel**  
**All Public Elementary and Secondary School Heads**

FROM : Office of the Schools Division Superintendent

SUBJECT : **Additional Information for the Special Division MANCOM Meeting cum COA Exit Conference**

DATE : 19 February 2019

Please be informed that the venue of the *Special Division MANCOM Meeting cum COA Exit Conference* on February 20, 2019 is the **Arman's Tagum** located at Bonifacio St., Tagum City.

Also, be advised of the flow of the program, as follows:

7:30-8:00	-	Registration
8:00-8:30	-	Opening Program
8:30-12:00	-	COA Matters
12:00-1:00	-	Lunch Break
1:00-1:15	-	Unfreezing Activity
1:15-2:30	-	SDS Time
2:30-3:30	-	Section Heads (Budget, Accounting, Cashier, HR/Admin)
3:30-4:00	-	CID
4:00-4:30	-	SGOD
4:30-4:45	-	Awarding of Plaques and Certificates to 2018 Brigada Eskwela Winners

For information and guidance.

  
**NELSON C. LOPEZ, CESO VI**  
Schools Division Superintendent

Enc'l:/As stated

Cc: **COA Office**

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION	
<b>RELEASED</b>	
By: _____	<i>[Signature]</i>
Date: FEB 19 2019	Time: 8:30
Remarks: Disseminated 188-192	