



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

May 10, 2022

REGIONAL MEMORANDUM

No. **434**, s. 2022

CONDUCT OF REGIONAL MANAGEMENT COMMITTEE MEETING

To: Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 Regional Office Chiefs, ORD Unit Heads
 SGOD and CID Chiefs
 All Others Concerned

1. To ensure prompt, adequate, and responsive technical assistance to Schools Division Offices, District Offices, and schools and provide up-to-date information on the currents relative to basic education, this Office shall conduct a Face-to-face Regular Regional Management Committee Meeting on May 30-31, 2022. The activity shall be hosted by Borongan City Division.
2. The agenda of the meeting are the following:
 - a. Regional Director's time;
 - b. Updates on Progressive Expansion of the limited face-to-face classes;
 - c. Updates from Regional Office Functional Divisions;
 - d. Highlight on Project GIYA Teachers; and
 - e. Other matters.
3. The participants to the said activity are the following:

Regional Office	Regional Director Assistant Regional Director 1 ORD staff 8 Regional Office FD Chiefs 3 ORD Unit Heads 1 CLMD Supervisor (Dr. Ryan R. Tiu) 3 Drivers
SUBTOTAL	18
Schools Division Office	13 SDSs 14 ASDSs 26 SGOD and CID Chiefs



	13 Drivers
SUBTOTAL	66
TOTAL NO. OF PAX	84

4. A registration fee of Three Thousand Pesos (Php 3,000.00) shall be collected from each participant to cover expenses for food and accommodation which shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Travel expenses shall also be charged against local funds.

5. The host division shall take charge of the procurement, prepare the venue, organize program of activities, prepare the list of schools to be visited by the Mancom and the minutes of the Mancom meeting.

6. In line with the implementation of the Project GIYA, the Mancom members will also conduct classroom visits in schools to be identified by the host division to provide direct technical assistance to the teachers on classroom instruction.

7. In keeping school and classroom visits as simple as possible, the following are strictly prohibited:

- printing of tarpaulins and streamers announcing the visits;
- printing of colorful and costly programmes and invitations;
- giving of leis, gifts or tokens to officials or monitors or guests, and
- lavish caterings to feed visitors.

Water, juice or coffee are instead recommended for official visits. This is to observe austerity measures and the Department's policy of simple and frugal undertakings.

8. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

