



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 10, 2026

DIVISION MEMORANDUM

No. 09, s.2026

FIRST DIVISION MANAGEMENT COMMITTEE MEETING

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Secondary and Elementary School Heads
Section Heads
Division Coordinators
All Others Concerned

1. In line with the Division's commitment to ensure unified direction, effective governance, and strengthened leadership in the implementation of priority programs and projects, this Office shall conduct the **First Division Management Committee Meeting for Fiscal Year 2026 on January 19, 2026 (Monday) at Gubat National High School.**
2. This activity aims to provide a strategic venue for top management, school heads, and key division personnel to align policies, directions, and priority initiatives for FY 2026. It shall also serve as an avenue to review accomplishments, address emerging challenges, clarify policies, and establish actionable strategies to ensure the effective and coordinated implementation of division-wide plans and programs. Important matters and policy directions arising from the Regional Management Committee Meeting shall likewise be discussed during the activity.
3. The participants of this activity are the Top Management, Section Heads, School Heads, Head Teachers/Assistant School Principal (HT/ASP), Public Schools District Supervisors (PSDS), Division Coordinators, and the Technical Working Group (TWG), with a total



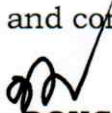
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of **Six Hundred Nine (609)** participants. Attendance of all concerned is required.

4. A registration fee of **Six Hundred Fifty Pesos (P650.00)** shall be collected to cover expenses for meals and other expenses, subject to existing accounting and auditing rules.
5. The registration fee of the **Five Hundred Forty-Nine (549)** participants, consisting of School Heads, Department Heads and ASP, shall be charged against the **Local Funds/School MOOE**, while the registration fee of the **Sixty (60)** participants shall be charged against the **Division MOOE**.
6. All participants are advised to settle the registration fee with Ma'am Rica D. Espigol, Administrative Officer IV (Cashier), who shall issue the corresponding acknowledgement receipt.
7. All participants are advised to arrive on time and strictly observe existing policies and guidelines. Further instructions, if necessary, shall be issued through a separate advisory.
8. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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